

Maria Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job as administrative assistant, personal assistant or secretary. I have more than eight years experience. I am trustworthy, loyal and hardworker. I'm fun to be with. I take my job seriously. I have skills in computer, Ms Word, Excel, power point and internet. I Excel in my administrative duties such as faxing, typing, answering phones in a proper manner, booking accommodation and travelling for my superiors, everything that has to do with admin

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1977-12-25 (48 years old)

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Additional information

Salary you wish 15000 R per month

How much do you earn now 10000 R per month