



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 accomodation and travelling for my superiors, everything that has to do with admin

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|-------------------------|-------------------------------|
| Preferred work location | Pretoria / Tshwane Gauteng |
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Contacts and general information about me

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|----------------------|---|
| Day of birth | 1977-12-25 (47 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 15000 R per month |
| How much do you earn now | 10000 R per month |