



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

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

Day of birth	1977-12-25 (48 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