



# Mafola Lebelo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administration work especially in supply chain

I have the experience in supply chain Administration with the following duties completed:

Procurement process

Fleet management

Balancing inventory

Maintenance of state property

Inspection of state property

Typing reports letters memorandum minutes

Operating equipment

Asset management

Auction

I'm a very proactive person, very vigilant with strong analytical problem solving skills communication skills, leadership skills, computer literate, I pay attention to detail and always prioritise my work. I handle pressure very well and I'm goal oriented and I'm able to work on my own initiative or as a team and my commitment of excellent work standards will add value to the team.

Preferred occupation

Operations Clerk  
Administrative jobs

Receptionist  
Administrative jobs

Filing clerk  
Administrative jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Polokwane / Pietersburg  
Limpopo

## Contacts and general information about me

Day of birth 1995-03-05 (30 years old)

Gender Female

Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### **Additional information**

Salary you wish	6000 R per month
How much do you earn now	440 R per month