



# Mpasopeng Malema

Curriculum Vitae (CV)

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

I am looking any office related job from administration, secretary to receptionist. I am a hard worker and self motivated individual with the passion to showcase my talent and skills within a growth oriented institution. I love challenges and I am good at problem solving be is it individually or within a team. I have excellent communication, computer and telephonic skills

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng
	Mbombela / Nelspruit Mpumalanga
	Polokwane / Pietersburg Limpopo

## Contacts and general information about me

Day of birth	1994-08-02 (31 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.03 iki 2020.03</b>
Company name	City of joburg naledi councillors office
You were working at:	Administrators
Occupation	Office administrator
What you did at this job position?	Ensured smooth running day to day office work. Report writing and presentation. Recording of minutes. Attending meetings on behalf of the ward councillor. Helping local residents with service delivery

**Education**

Educational period	<b>nuo 2013.01 iki 2017.09</b>
Degree	Degree
Educational institution	University of Venda
Educational qualification	BA Development studies
I could work	Yes

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	fluent	fluent	good

**Computer knowledge**

Microsoft word excell outlook.

**Conferences, seminars**

City of joburg. IDP.

Every 3 months since 2018 to 2020

**Recommendations**

Contact person	M majola
Occupation	Ward governance main administrator
Company	City of joburg
Telephone number	0839982056/0119323699
Email address	mbaliM@joburg.org.za

**Additional information**

Your hobbies	Reading. Writing and sports.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-05-00 (6 years)
Salary you wish	5000 R per month
How much do you earn now	000 R per month