



# Maggy Baloyi

Curriculum Vitae (CV)

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

I am a hard working and dependable individual with a good eye for details; I am able to work independently and as a team work. I am an enthusiastic woman with the potential of doing my work well. I am versatile candidate with interpersonal skills, pro-active in thinking and a thriving aptitude for excellence. I have the relevant criteria require to successfully carrying out the full range of duties and responsibilities entitled to me. My college years experience as a student has taught me to be punctual following instructions accuracy.

Preferred occupation

Filing clerk  
Administrative jobs

Data capturers  
Administrative jobs

Receptionist  
Administrative jobs

Personal assistant  
Administrative jobs

HR intern  
Management, human resources jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth 1988-05-30 (37 years old)

Gender Female

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](#)

## Education

Educational period **nuo 2012.07 iki 2013.07**  
 Degree Certificate  
 Educational institution Tshwane North College  
 Educational qualification certificate of achievement HRM N6  
 I could work YES

Educational period **nuo 2005.01 iki 2008.12**  
 Degree Grade 12 / Matric  
 Educational institution Ratshepo High School  
 Educational qualification Matric  
 I could work yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Xitsonga	very good	very good	good
isiZulu	basic	good	basic

### Computer knowledge

I know Microsoft Office

### Conferences, seminars

I have learned Computer practice at Tshwane North College

### Recommendations

Contact person ntsiene abdurrasheed moseamedi  
 Occupation Husband  
 Company CIT  
 Telephone number 0791031129  
 Email address namvhalu@rocketmail.com

### Additional information

Your hobbies I like cooking and baking, singing, cleaning and going to church  
 Driver licenses None  
 Salary you wish R15 000 R per month  
 How much do you earn now R0.00 R per month