



Jacoline Mashita

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would like to apply for the job position of administrative.

I have computer skills and experience of

Ordering and issuing stock

Typing

Photocopying

Receiving the income calls and making outgoing calls

Receiving and sending emails

Recording invoices

Attending meetings and taking minutes

Preferred occupation	Receptionist Administrative jobs
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Preferred work location	Polokwane / Pietersburg Limpopo
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Contacts and general information about me

Day of birth	1995-10-14 (30 years old)
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Gender	Female
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Residential location	Polokwane / Pietersburg Limpopo
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period	nuo 2019.02 iki 2020.07
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Company name	Helene franz special school
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You were working at:	Receptionists
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Occupation	Administration
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What you did at this job position?	Office work
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Education

Educational period	nuo 2017.01 iki 2018.12
Degree	Diploma
Educational institution	Capricorn TVET College
Educational qualification	Management Assistant
I could work	Sales Admin

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	very good	good	good

Computer knowledge

PowerPoint
Spreadsheet
Outlook
Microsoft Word

Recommendations

Contact person	Mpobane DM
Occupation	Deputy Principal
Company	Helene franz special
Telephone number	0824400982

Additional information

Salary you wish	5000 R per month
How much do you earn now	1800 R per month