



# Hazel Mlambo

Curriculum Vitae (CV)

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

I am looking for any administrative job that will help gain experience in my field

|                         |                      |
|-------------------------|----------------------|
| Preferred occupation    | Administrators       |
|                         | Administrative jobs  |
| Preferred work location | Receptionist         |
|                         | Administrative jobs  |
|                         | Mbombela / Nelspruit |
|                         | Mpumalanga           |
|                         | Thulamela            |
|                         | Limpopo              |
|                         | Johannesburg         |
|                         | Gauteng              |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1996-04-19 (29 years old)   |
| Gender               | Female  |
| Residential location | Kamaqhekeza   |
|                      | Mpumalanga  |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |   |
|---------------------------|---|
| Educational period        | <b>nuo 2015.02 iki 2018.11</b>                    |
| Degree                    | Degree  |
| Educational institution   | University of Venda                               |
| Educational qualification | Bachelor of Administration(Public Administration) |
| I could work              | As a Admin clerk and division Administrator       |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| SiSwati  | fluent         | fluent              | fluent        |
| English  | very good      | very good           | very good     |
| Xitsonga | very good      | very good           | do not know   |

|           |       |       |             |
|-----------|-------|-------|-------------|
| Afrikaans | basic | basic | do not know |
| Tshivenda | good  | good  | do not know |

### Computer knowledge

Concepts on informative technology  
 Operating systems (file management)  
 Word processing  
 Spreadsheets  
 Database  
 Presentation  
 Online essentials(information and communication)

### Recommendations

|                  |                            |
|------------------|----------------------------|
| Contact person   | Prof Nkuna                 |
| Occupation       | Lecturer                   |
| Company          | University of Venda        |
| Telephone number | 081 800 1756/ 015 973 8440 |

  

|                  |                           |
|------------------|---------------------------|
| Contact person   | Mr J Klu                  |
| Occupation       | Former Deputy Principal   |
| Company          | Mjokwane Secondary School |
| Telephone number | 072 319 3481              |

### Additional information

|                 |                  |
|-----------------|------------------|
| Driver licenses | None             |
| Salary you wish | 4000 R per month |