



Mandla Ramafalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative job, I have 7 years of experience working as an office administrator. I have obtained my national diploma in Office Management and Technology from Tshwane University of Technology.

Contacts and general information about me

Gender	Male
Residential location	Giyani Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.05 iki dabar
Company name	Avbob Mutual Society
You were working at:	Sales administartor
Occupation	Senior administrator

Education

Educational period	nuo 2010.01 iki 2013.12
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	National Diploma in Office Management and Technology
Educational period	nuo 2015.04 iki 2016.04
Degree	Certificate
Educational institution	FAIST
Educational qualification	Long term insurance NQF Level 4

Educational period	nuo 2003.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	Makgopele High school
Educational qualification	Matric/ Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Xitsonga	fluent	fluent	good
Tshivenda	very good	very good	basic
isiZulu	good	good	basic

Computer knowledge

Microsoft office packaging such as Word, excel, publisher and outlook.

Recommendations

Contact person	Ms Georgina Muswazi
Occupation	Head of Admin
Company	Avbob Mutual Society
Telephone number	0152913777
Email address	Pietersburg@assurance.avbob.co.za
Contact person	Mrs NJ Shibambu
Occupation	District Manager
Company	Avbob Mutual assurance society
Telephone number	0158510043
Email address	Shibambu@assurance.avbob.co.za

Additional information

Your hobbies	Reading, singing, gym
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-12-00 (11 years)
Salary you wish	16000 R per month
How much do you earn now	13000 R per month