



# Thabang Mashianoke

Curriculum Vitae (CV)

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

I am a young, independent and self-motivated Development Studies graduate who has a strong interest and passion for the field of sustainable social & economic development. I am a leader, changemaker and aspiring development practitioner who currently works at Cetlego Supplies as an Administrative Assistant. I have extensive leadership experience and proficient leadership, development research, management and communication skills. I am an enthusiastic, hard-working, passionate and dedicated person who is looking for an opportunity that will allow me to serve, learn, take initiative, seek out new challenges and pursue my passion for social and economic development.

Preferred occupation

Personal assistant

Administrative jobs

Academic officer

Management, human resources jobs

Administration Officer

Management, human resources jobs

Preferred work location

Johannesburg

Gauteng

## Contacts and general information about me

Day of birth

1998-10-03 (27 years old)

Gender

Male

Residential location

Tzaneen

Limpopo

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2018.10 iki 2022**

Company name Cetlego Supplies

You were working at: Administrators

Occupation Administrative Assistant

What you did at this job position? Tasked with preparing & editing reports, Duties of arranging meetings and appointments. Procurement Worked closely with the marketing team to produce concepts for clients. Procurement & sourcing (locally and internationally) Handling of finances and inventory Client liason

### Education

Educational period **nuo 2017.02 iki 2021.06**

Degree Degree

Educational institution University of Johannesburg

Educational qualification BA in Development Studies

I could work Executive Assistant. Administrative Assistant. Admin Clerk. Assistant Director

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good
Sepedi	fluent	fluent	fluent
Xitsonga	good	good	good
Setswana	very good	very good	very good

### Computer knowledge

Microsoft Office (MS Word, MS Excel etc)

### Recommendations

Contact person Ranga Zungunde

Occupation Manager @ Cetlego Supplies

Company Cetlego Supplies

Telephone number 0739397735 / 061 540 8940

Email address rangatzn@yahoo.com

### Additional information

Driver license from 2021-09-00 (4 years)

Salary you wish R20 000 R per month

How much do you earn now Commission based R per month