



Simangele Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I see being an office admin assistant as a crucial piece of the functioning of an entire office, and it is my job to make that happen. I am tremendously organized, enjoy making things flow more smoothly and have 10 years of experience doing this. I stay in this career because I love doing it.

Contacts and general information about me

Day of birth	1987-02-19 (38 years old)
Gender	Female
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 2012.10 iki 2022.09
Company name	DMM Technologies
You were working at:	Administrators
Occupation	Answer and direct phone calls Organize and schedule appointments Plan meeting
What you did at this job position?	crucial piece of the functioning of an entire office,

Education

Educational period	nuo 2002.01 iki 2006.12
Degree	Grade 12 / Matric
Educational institution	Micro Tech computer campus
Educational qualification	Introduction to computer and office admin
I could work	Office admin

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

appropriately start up and shut down computer.
 navigate the operating system and start applications.
 perform basic functions of file management.
 perform basic functions in a word processor and spreadsheet.
 manage print settings and print documents.
 receive and send emails.

Conferences, seminars

Seminars

Additional information

Your hobbies	Reading books,
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-05-00 (9 years)
Salary you wish	R10,000 R per month
How much do you earn now	R 8,500.00 R per month