



Phumela Maphoyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a diploma in management Assistant in progress.

I'm am currently living in Mthatha but I wouldn't mind to relocate.

I love working with people and I am a very flexible person I can work under any conditions

Preferred occupation

Secretaries

Administrative jobs

Receptionists

Hotel jobs

Kitchen staff

Kitchen jobs

Waiters, waitresses

Restaurant, bar service jobs

Social media marketing

IT, computing jobs

Medical receptionist

Medicine, healthcare, nursing jobs

Recruitment professional

Management, human resources jobs

Preferred work location

Umtata / Mthatha

Eastern Cape

Butterworth

Eastern Cape

Idutywa

Eastern Cape

Mount frere

Eastern Cape

Contacts and general information about me

Day of birth

1997-01-16 (28 years old)

Gender

Female

Residential location

Umtata / Mthatha

Eastern Cape

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 2021.07 iki 2022.02
Company name	Mzamo Primary School
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Data capturing and payments

Education

Educational period	nuo 2014.01 iki 2016.12
Degree	Grade 12 / Matric
Educational institution	Osborn senior secondary School

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

Computer knowledge

I'm computer literate,I know very well how to operate it and I'm good at Microsoft word, Excel and access

Additional information

Your hobbies	Cooking Reading and going through my social media
Driver licenses	None
Salary you wish	From 5000 up R per month
How much do you earn now	Less than 500 R per month