



# Vhulenda Deborah Ramudingane

Curriculum Vitae (CV)

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

- \* I'm good with computer
- \* I've got good communication skills
- \* I'm a fast learner
- \* I'm always positive with what ever I'm doing
- \* I will to learn new things

Preferred occupation	Debtors clerk
	Administrative jobs
	Shop assistants
	Retail, store jobs
	Receptionist
	Administrative jobs
	Administrators
	Administrative jobs
Preferred work location	Filing clerk
	Administrative jobs
	Data capturers
	Administrative jobs
	Cleaners
	Labour jobs
	Generals
	General jobs

## Contacts and general information about me

Day of birth	1992-01-11 (33 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period **nuo 2021.11 iki 2022.08**  
 Company name Magagula Primary school  
 You were working at: Part time jobs  
 Occupation Office administrator  
 What you did at this job position? Receptionist

Working period **nuo 2020.07 iki 2020.09**  
 Company name Spec savers  
 You were working at: Shop assistants  
 Occupation Receptionist  
 What you did at this job position? Receptionist

Working period **nuo 2019.05 iki 2020.04**  
 Company name Carnival City  
 You were working at: Receptionists  
 Occupation Maintenance administrator  
 What you did at this job position? Maintenance administrator

## Education

Educational period **nuo 2013.01 iki 2015.12**  
 Degree Certificate  
 Educational institution Ekurhuleni West College  
 Educational qualification Office Administrator L4

Educational period **nuo 2016.07 iki 2018.06**  
 Degree Certificate  
 Educational institution Ekurhuleni West College  
 Educational qualification Management Assistant N6

## Languages

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

## Computer knowledge

\* Email

\* Publisher

\* Microsoft word  
**Recommendations**

\* Excel

Contact person	N Mabote
Occupation	Ex- mentor
Company	Magagula Primary school
Telephone number	0825565437

Contact person	D Thafene
Occupation	Ex supervisor
Company	Carnival city
Telephone number	0118987572

#### **Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-03-00 (4 years)
Salary you wish	R4000-R6000 R per month
How much do you earn now	Nothing R per month