



Shiluva Pearl Maluleke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an admi job and i have acquired my admin skills from SAPS(vosloorus) i was a youth desk secretary, i was also an assistant teacher at Chivirikani primary school i was assisting with the admin work.

Preferred occupation

- Dispatchers
Administrative jobs
- Generals
General jobs
- Sales consultant
Sales jobs
- Customer care agent
Administrative jobs
- Operations Clerk
Administrative jobs
- Data capturers
Administrative jobs
- Switchboard operator
Administrative jobs
- Manufacturing jobs
Manufacturing jobs

Preferred work location

- Sedibeng
Gauteng
- Johannesburg
Gauteng

Contacts and general information about me

- | | |
|----------------------|--|
| Day of birth | 1990-05-14 (35 years old) |
| Gender | Male |
| Residential location | East Rand
Gauteng |
| 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 2021.11 iki 2022.08**
 Company name chivirikani primary school
 You were working at: Teachers
 Occupation (supervisor)assistant teacher(grade 4 and 5)
 What you did at this job position? typing question papers, marking the register, assisting learners with their school work and marking the time sheet.

Working period **nuo 2013.02 iki 2013.12**
 Company name Liberty
 You were working at: Insurance administrator
 Occupation financial adviser
 What you did at this job position? selling life covers, funeral covers and investments

Education

Educational period **nuo 2003.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Thuto lesedi secondary school
 Educational qualification matric
 I could work i could work as a bank teller or admin work

Educational period **nuo 2017.02 iki dabar**
 Degree Diploma
 Educational institution UNISA
 Educational qualification ND: Accounting(not complete)
 I could work at a bank or offices

Languages

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

Computer knowledge

MS office word ,MS office power point, MS office excel, MS office share point, MS office teams ,

Conferences, seminars

i enrolled with Nemisa in 2022 it has uplifted my computer skills. and also attended leadership skills seminars in 2022 organized by the department of education .it was for the teacher assistant supervisors only.

Recommendations

Contact person	MR Leshabane
Occupation	Educator(H O D)
Company	Chivirikani primary school
Telephone number	0728755556
Email address	shiluva56@gmail.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-03-00 (12 years)
Salary you wish	8000 R per month
How much do you earn now	000 R per month