



Maditshaba Paulina Mahlangu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm really open to any job right now because I do need to make an income, however I worked as an administrator. I'm trying to gain more experience in an office environment, I'm open to various entry level office jobs where I can gain the experience I'm looking for.

I am looking for a position where a positive learning environment, teamwork, hard work and a willingness to do whatever it takes to get the job done is required. I do both my best work and learn the most.

Preferred occupation

Engineers

Engineering jobs

Computer operator

IT, computing jobs

Data capturers

Administrative jobs

Receptionists

Hotel jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Johannesburg

Gauteng

East Rand

Gauteng

West Rand

Gauteng

Contacts and general information about me

Day of birth

2001-08-10 (22 years old)

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2021.01 iki 2022.12
Company name	Bridgeetie Jewels
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Managing office equipment, receiving and directing visitors

Education

Educational period	nuo 2022.11 iki 2022.11
Degree	Certificate
Educational institution	International economic cooperation centre of fujian
Educational qualification	Clothing and garment design manufacturing

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

- Typing(Writing a document)
- Powering a computer on and off
- Keyboard commands
- Creating presentations

Additional information

Your hobbies	- Volunteering - Travelling - Reading
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R2000 R per month