



# 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 (24 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	<b>nuo 2021.01 iki 2022.12</b>
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	<b>nuo 2022.11 iki 2022.11</b>
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	<ul style="list-style-type: none"><li>- Volunteering</li><li>- Travelling</li><li>- Reading</li></ul>
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R2000 R per month