



# Khanyisile Mlakuhlwa

Curriculum Vitae (CV)

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

I'm looking for office job, it could an administrator/Admin Assistant or Receptionist. I'm a hard working young woman. I believe in customer satisfaction. I can multitask and I am able to solve conflicts and keep time. I am very punctual, I believe that I'm a hard worker and an easy person to work with.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Generals</b> General jobs
	<b>Government jobs</b> Government jobs
Preferred work location	<b>South Suburbs</b> KwaZulu-Natal
	<b>Bela-Bela / Warmbad</b> Limpopo
	<b>Bloemhof</b> North West
	<b>Cape Winelands</b> Western Cape
	<b>De Aar</b> Northern Cape
	<b>East London</b> Eastern Cape
	<b>Standerton</b> Mpumalanga

## Contacts and general information about me

Day of birth	1999-01-18 (25 years old)
Gender	Female
Residential location	<b>Midrand</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i>

**Work experience**

Working period	<b>nuo 2022.01 iki 2023.01</b>
Company name	Maphutha Secondary School
You were working at:	Administrators
Occupation	Admin Assistant (In-service training)
What you did at this job position?	I was performing administration duties.

**Education**

Educational period	<b>nuo 2019.02 iki 2021.11</b>
Degree	Diploma
Educational institution	Walter sisulu university
Educational qualification	National Diploma: Adminstrative management

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	very good	very good	very good
Sepedi	good	good	basic

**Computer knowledge**

I know basic compilation skills.

**Conferences, seminars**

I never attended one

**Additional information**

Your hobbies	Reading Netball Writing
Driver licenses	None
Salary you wish	R 10 000 R per month
How much do you earn now	R 0 R per month