



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

Administrators
Administrative jobs

Generals
General jobs

Government jobs
Government jobs

Preferred work location

South Suburbs
KwaZulu-Natal

Bela-Bela / Warmbad
Limpopo

Bloemhof
North West

Cape Winelands
Western Cape

De Aar
Northern Cape

East London
Eastern Cape

Standerton
Mpumalanga

Contacts and general information about me

Day of birth 1999-01-18 (27 years old)

Gender Female

Residential location **Midrand**
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 2022.01 iki 2023.01**
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 **nuo 2019.02 iki 2021.11**
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