



# Lindokuhle Monica Magagula

Curriculum Vitae (CV)

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

Cleaner  
General worker  
Typist  
Receptionist  
Personal assistant  
Administration  
Secretary  
Call Center Agent  
Clerk  
Front Desk Agent  
Filing clerk

## Positive things about me

I'm very kind. I'm a hard worker. I'm very organized. I know how to manage time well. I speak very well. I'm trustworthy.

I'm very responsible. I'm good at understanding the situation. I can be very loyal and I'm very generous.

### Preferred occupation

Receptionists

Hotel jobs

Cleaners

Labour jobs

Secretaries

Administrative jobs

Miners

Mining jobs

Customer care agent

Administrative jobs

### Preferred work location

Secunda

Mpumalanga

Bethal

Mpumalanga

Ermelo  
Mpumalanga

Kriel  
Mpumalanga

Hendrina  
Mpumalanga

Middelburg  
Mpumalanga

Empuluzi  
Mpumalanga

Piet Retief  
Mpumalanga

Other Mpumalanga  
Mpumalanga

### Contacts and general information about me

Day of birth	1993-01-09 (33 years old)
Gender	Female
Residential location	Piet Retief Mpumalanga
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> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	Harmony Park Combined School
You were working at:	Government jobs
Occupation	Assistant E-Cadre
What you did at this job position?	Helping children who needs extra help.with class works and homeworks. Supporting teachers managing class behavior and their Administration tasks.

### Education

Degree	Diploma
Educational institution	Business Bureau And Scientific computer College
Educational qualification	Diploma in Administration And Secretary
I could work	Government jobs.Mining.Private Company

Educational period	<b>nuo 2013.01 iki 2013.11</b>
Degree	Grade 12 / Matric
Educational institution	Magwegwana Secondary School
Educational qualification	Certificate
I could work	Government jobs.Mining.Private Company

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
SiSwati	basic	fluent	basic

### **Computer knowledge**

Typist  
 Emailing  
 Online searching  
 PowerPoint  
 Word processing

### **Recommendations**

Contact person	M.J.NYANDENI
Occupation	Principal
Company	Harmony Park Combined School
Telephone number	0178260937
Email address	Harmonyschool@73gmail.com

### **Additional information**

Your hobbies	Watching television Reading Listening music Cleaning
Driver licenses	None
Salary you wish	6500 R per month
How much do you earn now	4000 R per month