



# Lister Malinda

Curriculum Vitae (CV)

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

Am not gonna be pick on what kind of a job I want since am unemployed looking for a job.iam fine with general worker and I believe in myself that I can do a good job and treat people with respect. Iam a hardworking person,energetic,helpful,organised,dependable and cooperative. Iam a greater team player and a fast learner.

Any job related as administrative or sort of I can be highly appreciate if I can get one .

Hope this finds you well and to hear from you.

Thank you.

Lister Malinda

063 124 4397

listermalinda89@gmail.com

Kinds Regards

Lister Malinda.

## Contacts and general information about me

Day of birth	1990-12-15 (35 years old)
Gender	Female
Residential location	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> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.04 iki 2018.07</b>
Company name	Felixdigital
You were working at:	Administrators
Occupation	Admin and finance clerk
What you did at this job position?	Was assisting with general work. Processing bank Reconciliation statements. Processing journals to correct errors. Making photocopies and payslips.

**Education**

Educational period	<b>nuo 2017.01 iki 2020.12</b>
Degree	Certificate
Educational institution	Mapulaneng tvet college
Educational qualification	Financial management N6
I could work	I can work as an Administrator,clerk.

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Xitsonga	very good	very good	fluent

**Computer knowledge**

English

**Conferences, seminars**

None

**Recommendations**

Contact person	Felix baloi
Occupation	Manager
Company	Felixdigital
Telephone number	071 608 8975

**Additional information**

Your hobbies	I love reading books and cleaning.
Driver licenses	None
Salary you wish	7500 R per month