



Shirley Ingle

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative job or secretarial job. I have more then 16 years if experience

Preferred occupation Administrators
Administrative jobs

Preferred work location Witrivier
Mpumalanga

Contacts and general information about me

Gender Female

Residential location Mbombela / Nelspruit
Mpumalanga

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2009.09 iki 2021.02**

Company name DEDT

You were working at: Government jobs

Occupation Secretary

What you did at this job position? Manage the office of the CFO and all administrative duties

Working period **nuo 2005.03 iki 2006.11**

Company name First national Bank

You were working at: Banking

Occupation Customer service

What you did at this job position? Assist in opening account(all accounts) and all customers service duties

Education

Educational period **nuo 2019.01 iki 2021.11**
 Degree Certificate
 Educational institution TETA
 Educational qualification Supply chain management
 I could work Anytime

Educational period **nuo 1995.01 iki 1999.12**
 Degree Grade 12 / Matric
 Educational institution Valencia secondary school
 Educational qualification Matric
 I could work Anytime

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
SiSwati	fluent	fluent	very good
isiZulu	fluent	fluent	good
Xitsonga	fluent	fluent	basic

Computer knowledge

Micro soft office: all programs
 Very good understanding of all programs

Conferences, seminars

Project management: 2018/08/05-07 sita

Recommendations

Contact person Helen Trush
 Occupation CFO
 Company DEDT
 Telephone number 0137664950
 Email address Thrushh@mpg.gov.zs

Contact person Vusi Hlatshwayo
 Occupation Hr Manager
 Company DEDT
 Telephone number 0137664619
 Email address Hlatshwayovs@mpg.gov.za

Additional information

Your hobbies	Netball, reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-04-00 (2 years)
Salary you wish	15000.00 R per month
How much do you earn now	18500.00 R per month