



# Mihlali Makuba

Curriculum Vitae (CV)

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

Highly organized and detail oriented. Team leader who maintains a positive attitude while tackling deadlines. Quality focused, committed to approaching administrative tasks with tenacity and attention to detail. Driven to surpass company goals while thriving in deadline driven environment. Strong communication skills and people centered. Accountable and honest.

Preferred occupation	Banking Finance jobs
	Generals General jobs
	Housekeeper Hotel jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	2002-09-24 (21 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.12 iki 2023.01</b>
Company name	Efie's Hair Salon
You were working at:	Housekeeper
Occupation	Receptionist
What you did at this job position?	I was helping with administrative work.

## Education

Educational period                      **nuo 2021.07 iki 2022.11**

Degree                                      Certificate

Educational institution                PE TVET COLLEGE

Educational qualification              FINANCIAL MANAGEMENT

I could work                              Yes.

Educational period                      **nuo 2015.01 iki 2019.12**

Degree                                      Grade 12 / Matric

Educational institution                MASIPHATHISANE SENIOR SECONDARY SCHOOL

Educational qualification              Matric

I could work                              Yes

### Languages

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

### Computer knowledge

Intermediate knowledge of Microsoft Word,Sage Pastel and Microsoft Excel.

### Conferences, seminars

N/A

### Recommendations

Contact person                      Mrs Fini

Occupation                              Personal Assistant

Company                                  New Law Court

Telephone number                      (073) 572-1756

### Additional information

Your hobbies                              Jogging-I like starting my run in the evening before sunset,this makes feel energized for the following day.  
Reading -I like to listen to jazz,pop music when I go for my run .  
I listen to Gospel music to have the connection I need with God.

Driver licenses                              None

Salary you wish                              R5000 R per month

How much do you earn now              R1000 R per month