



Mahlodi Judith Mankge

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a disabled individual with pessimistic attitude towards my life and my career, however my disability did not prevent me to perusing my career as an Management Assistant. I can work both individually and team work despite my disability condition. I was exposed to working environment heading a position as an Student Support Officer, which equipped myself how to handle pressure while dealing with bursaries applications, bursaries payments and student stipend. My skills and knowledge gained can put to in good at your organization in return helping your organization to excel in it department

Preferred occupation **Administrators**
Administrative jobs

Preferred work location **Johannesburg**
Gauteng

Contacts and general information about me

Day of birth **1987-12-18 (38 years old)**

Gender **Female**

Residential location **Johannesburg**
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

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

Working period **nuo 2023.06 iki dabar**

Company name **Motlokwa Accountant**

You were working at: **Administrators**

Occupation **Clerk**

What you did at this job position? **Administration**

Working period **nuo 2021.05 iki 2022.10**
 Company name Sekhukhune TVET College
 You were working at: Administrators
 Occupation Clerk
 What you did at this job position? Administration

Working period **nuo 2020.12 iki 2021.04**
 Company name Thabong primary school
 You were working at: Training
 Occupation Educational assistance
 What you did at this job position? Assistant teachers

Working period **nuo 2018.01 iki 2018.12**
 Company name Sekhukhune TVET College
 You were working at: Data capturers
 Occupation Administration
 What you did at this job position? Capturing, typing

Education

Educational period **nuo 2019.01 iki 2020.10**
 Degree Diploma
 Educational institution Sekhukhune TVET College
 Educational qualification Management Assistance
 I could work Clerk, Administrator, PA, receptionist, office Administrator

Educational period **nuo 2014.01 iki 2016.12**
 Degree Certificate
 Educational institution Sekhukhune TVET College
 Educational qualification Office Administrator
 I could work Office Administrator, Clerk, PA, receptionist

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Email (mail merge, filters, folders, rules)

Presentations/Slideshows (Powerpoint, Google Slides, OpenOffice Impress, Tableu)

More items...•

MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)

Recommendations

Google Drive (Docs, Sheets, Slides, Forms)

Contact person

Tjabadi SK

Spreadsheets (Excel, Google Sheets, OpenOffice Calc),...

Occupation

Educational specialist

Company Sekhukhune TVET College

Telephone number 013 269 0020

Email address sbovu1@gmail.com

Contact person Mr Mohlala V

Occupation Manager

Company Motlokwa Accountant

Telephone number 0713142099

Email address vinncecafe@gmail.com

Additional information

Your hobbies Reading, listening to music, socializing

Driver licenses None

Salary you wish 8000 R per month

How much do you earn now 6000 R per month