



Hlamalani Prescious Hlongwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, Clerk, Data capturer and General worker

I have experience in above mention positions and i an good at my work, i am driven, motivated, hard worker, trustworthy, reliable person who is ready to learn any thing. I am also a fast learner

Preferred occupation	Data capturers Administrative jobs
	Generals General jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1990-05-03 (35 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2022.09 iki 2023.06
Company name	Department of Forestry, fFsheries and the Environment
You were working at:	Administrators
Occupation	Intern admin clerk
What you did at this job position?	data capturing, taking minutes and typing, scanning of documents and making copies, document management, attending to inquiries, sending and responding to emails, updating information on companies website, arranging meetings and booking of meeting venues, arrangement of logistics, procurement of office stationery and office grocery

Education

Educational period	nuo 2014.07 iki 2016.05
Degree	Diploma
Educational institution	Tshwane South TVET College
Educational qualification	Diploma in Management Assistant
I could work	as hard as i can

Computer knowledge

I am familiar with MS word for typing of documents, Ms. Excel for spread sheets, PowerPoint for presentation, google chrome for research, Gmail and outlook for emails

Conferences, seminars

strategic planning at forestry, fisheries and the environment on 26 & 27 January 2023

Recommendations

Contact person	Mashudu Ramunenyiwa
Occupation	Assistant Director
Company	Department of Forestry, fisheries and the Environment
Telephone number	0664346870
Email address	MRamunenyiwa@dffe.gov.za
Contact person	Peter Motloba
Occupation	Senior Education Specialist
Company	Gauteng Department of Education
Telephone number	0823017082
Email address	Gaukgakwe.Motloba@gauteng.gov.za

Additional information

Your hobbies	Reading, Watching tv and Listening to music
Driver licenses	None
Salary you wish	Market related R per month
How much do you earn now	n/a R per month