

Amy Mhlanga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To whom it may concern

I hereby forward my curriculum vitae

I wish to apply for the position available at your organisation I am confident that I have skills and experience to professionally fulfil the position.

I am eager to enhance and refine my personal development within the organisation and take on the challenges that might lie ahead.

Given the opportunity I will perform my duties dedication and loyalty, it is my aim to make and be part of a successful team that is directly involved in making the organisation a success.

I hope my application will receive your favourable consideration.

Thank you

Regards

Mhlanga Amy

Preferred occupation

Administrators

Preferred work location

Ermelo Mpumalanga

Contacts and general information about me

Day of birth 1997-12-30 (28 years old)

Residential location Ermelo
Mpumalanga

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 2022.01 iki 2022.12
Company name	Sibusiso Combined School
You were working at:	Administrators
Occupation	Admin clerk (volunteer)
What you did at this job position?	Rendering administration support. Conduct information retrieval, Data capturing using excel and Microsoft word.
Working period	nuo 2023.06 iki 2023.12
Company name	Gert Sibande Tvet College
You were working at:	HR intern
Occupation	Office administrator
What you did at this job position?	Performing data entry,Managing files,Assisting manager on different tasks, Answering phone calls, Drafting emails
Working period	nuo 2019.01 iki 2019.12
Company name	Masefane trading
You were working at:	Personal assistant
Occupation	Personal assistant
What you did at this job position?	Maintaining reception area, Answering phone calls and taking messages, help with daily management and draft emails and letters.

Education

Educational period	nuo 2018.01 iki 2021.11
Degree	Certificate
Educational institution	Gert Sibande Tvet College
Educational qualification	National Certificate (Vocational)
Educational period	nuo 2017.01 iki 2017.11
Degree	Grade 12 / Matric
Educational institution	Takheni secondary school
Educational qualification	Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
SiSwati	fluent	fluent	fluent

Computer knowledge

Recommendations

Contact person	Mr Ngomane D.T
Occupation	Principal
Company	Sibusiso Combined School
Telephone number	0827346358
Contact person	Mr Vilakazi L.R
Occupation	Teacher
Company	Sibusiso Combined School
Telephone number	0723644003
Contact person	Mr Magagula M
Occupation	Project manager
Company	Masefane Trading
Telephone number	0618812253

Additional information

Your hobbies	Reading books
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R5000 R per month