



Patricia Gugu Masilela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking an administrative jobs or human resources jobs.I can make an effective contribution to your company and together will reach high and effective goals.

I am reliable honest person easy to work with. A hard worker who is discipline, willing to learn.

I am looking for an opportunity where i can acquire my skills, I am a graduate from Nelson Mandela Metropolitan University with a Human Resource Management diploma, and hope to put this to use in the field HR or related jobs. I believe that my knowledge and skills like computer, communication skills,organising skill and having experience in admin duties can add more value to the position that I would be responsible to do

Preferred occupation

Filing clerk
Administrative jobs

Sales administartor
Sales jobs

Generals
General jobs

Contacts and general information about me

Day of birth	1982-01-10 (44 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.01 iki 2023.04
Company name	Kopano Brickworks
You were working at:	Salesperson
Occupation	Intern Sales administrator
What you did at this job position?	1Assist customers as needed.2 Answering calls,and returning emails and massages. 3 filling paperwork 4 manage points of sales 5 track record of achieving sales quotes

Education

Educational period	nuo 2003.02 iki 2007.04
Degree	Diploma
Educational institution	Nelson Mandela Metropolitan university
Educational qualification	ND in human resources management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	basic	good	basic
Sepedi	good	good	basic

Computer knowledge

Ms Word
Excel
Power point
Access
Internet

Recommendations

Contact person	Ms Thato Matlou
Occupation	Sales administrator
Company	Kopano Brickworks
Telephone number	0714910167
Email address	Thatom@kopanobricks.co.za
Contact person	Ms Maggie Mokale
Occupation	Senior HR generalist
Company	Assmang Khumani mine
Telephone number	0718919325
Email address	maggie.mokale@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-09-00 (14 years)
Salary you wish	20.000 R per month
How much do you earn now	0.00 R per month

