



Delita Mimbirre

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office administration job.

I have experience in filing and I'm computer literate.

I have experience in tracking date for people who apply cash loans.

I have experience in doing checking to clients who paid loans and those who did not pay.

Preferred occupation Administrators
 Administrative jobs

Preferred work location East Rand
 Gauteng

Contacts and general information about me

Day of birth	1991-03-20 (34 years old)
Gender	Female
Residential location	East Rand 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 2022.11 iki 2022.12
Company name	Cabangela Phambili Financials
You were working at:	Finance officer
Occupation	Office administrator
What you did at this job position?	I made loans to qualifying clients. I tracked clients pay date and used speed points so that on their pay day the can be able to pay the loan they made. I did filing since a everyday I was getting new clients.

Education

Educational period	nuo 2011.01 iki 2014.12
Degree	Diploma
Educational institution	PC Training & Business College
Educational qualification	Business Administration & Human Resources Management
I could work	Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
Xitsonga	fluent	fluent	fluent
isiZulu	very good	good	good
Setswana	good	very good	basic
Tshivenda	very good	very good	basic

Computer knowledge

Microsoft excel
Microword office

Conferences, seminars

I attended a Business Administration courses for 2 years since 2011 until 2014.

After finishing the course I did work program learning as part of the course, in order to gain work experience while I volunteer .

Recommendations

Contact person	Ntomby
Occupation	Supervisor
Company	Cabangela Phambili Financials
Telephone number	073 227 2331

Additional information

Driver licenses	None
Salary you wish	R6000 R per month