



# Rinah Matete Malaza

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Receptionist position any Position that is related with Office work.

Because i am a qualified Management Assistant

Preferred occupation **Receptionist**  
Administrative jobs

Preferred work location **Middelburg**  
Mpumalanga

## Contacts and general information about me

Day of birth **1996-12-31 (29 years old)**

Gender **Female**

Residential location **Embalenhle**  
Mpumalanga

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 2022.07 iki 2023.12**

Company name **Department of education Circuit Office**

You were working at: **Administrators**

Occupation **Admin Clerk**

What you did at this job position? **Admin duties**

## Education

Educational period **nuo 2011.01 iki 2015.12**

Degree **Grade 12 / Matric**

Educational institution **Kusasalethu high school**

Educational qualification **National Senior Certificate**

I could work **Yes**

Educational period	<b>nuo 2016.01 iki 2018.12</b>
Degree	Certificate
Educational institution	Gert Sibande Tvet College
Educational qualification	Office Administration Level 2-4
I could work	Yes
Educational period	<b>nuo 2019.01 iki 2020.06</b>
Degree	Certificate
Educational institution	Gert Sibande Tvet College
Educational qualification	Management Assistant N4-N6
I could work	Yes

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	good	good	basic
Sepedi	good	good	good

### **Computer knowledge**

Microsoft word

Microsoft Excel

PowerPoint

Micro outlook

### **Conferences, seminars**

N/A

### **Recommendations**

Contact person	Mrs Nkambule NP
Occupation	Chief Admin Clerk
Company	Department of education Circuit Office
Telephone number	0733963219
Email address	rinahmatete@gmail.com

### **Additional information**

Your hobbies	None
Driver licenses	None
Salary you wish	R7 000.00 R per month
How much do you earn now	R3 000.00 R per month