



# Michelle Makoma Marumbqwa

Curriculum Vitae (CV)

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

I Michelle Makoma Marumbqwa, 24 years old, completed my matric in 2017 then went to further my studies at Nkangala TVET College, studied Management Assistant N4 in 2019 and completed N6 in 2021. I have 1 year experience in administration and 6 Months experience in Secretarial and receptionist duties at Sekhukhune TVET College. I am energetic, hard working and great communicator with positive attitude towards my career and life.

I have strong work ethic, I am a fast learner and very dedicated to my work. I have a short term goal of getting a job in required company where I can utilize my skills & improve my career path. I believe that my motivation and commitment will ensure that I quickly become productive and valued member of your team.

### Preferred occupation

Administrators

Administrative jobs

Waiters, waitresses

Restaurant, bar service jobs

Generals

General jobs

Academic officer

Management, human resources jobs

Jobs abroad

Jobs abroad

### Preferred work location

East Rand

Gauteng

Witbank

Mpumalanga

## Contacts and general information about me

Day of birth

1998-12-14 (26 years old)

Gender

Female

Residential location

Johannesburg

Gauteng

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	<b>nuo 2022.06 iki 2023.11</b>
Company name	SEKHUKHUNE TVET COLLEGE
You were working at:	Administrators
Occupation	Secretaries
What you did at this job position?	Office Management (Secretarial & Receptionist duties )

**Education**

Educational period	<b>nuo 2019.07 iki 2021.12</b>
Degree	Certificate
Educational institution	NKANGALA TVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT N6
I could work	Under Pressure

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiNdebele	very good	very good	very good
SiSwati	very good	very good	very good
Xitsonga	good	good	good

**Computer knowledge**

Microsoft Word  
 Microsoft Excel  
 PowerPoint  
 Outlook  
 Email & internet

**Conferences, seminars**

15 - 17 March 2023, Peer Mentor Induction.

**Recommendations**

Contact person	Mr Madiega ML
Occupation	ASD: Examinations
Company	Sekhukhune TVET College
Telephone number	060 673 6449 / 013 269 0278
Email address	MadiegaM@sektvetcol.co.za

Contact person	Mr Mabooa MP
Occupation	ASD: Curriculum
Company	Sekhukhune TVET College
Telephone number	072 844 3872 / 013 269 0278

#### Additional information

Your hobbies	Cooking Aerobics Reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-08-00 (8 years)
Salary you wish	R4500 R per month
How much do you earn now	R3500 R per month