



# Dina Malemela

Curriculum Vitae (CV)

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

Im looking for a job that challenges me and allows me to grow professionally, a position where I can use my skills to make an impact that I can see with my own eyes.

I am a organised person, i like to know what i am doing for the day or for the week by doing so i can organise my time and work better.

Preferred occupation	Personal assistant Administrative jobs
	Front Desk Agent Administrative jobs
	Receptionist Administrative jobs
	Data capturers Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

## Contacts and general information about me

Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2020.09 iki 2022.12**

Company name Elmarie Bierman Attorneys

You were working at: Administrators

Occupation Office assistant

What you did at this job position? Provide general office support for litigation attorneys, maintain and organize files, photocopy, maintain calendars, Drafting documents, diarize appointments as well as answering of phone calls and contributing to fact-checking and compiling case evidence and communicating with court employees to confirm court dates and responses.

### Education

Educational period **nuo 2015.08 iki 2016.09**

Degree Certificate

Educational institution ATTI

Educational qualification IT tech-support

I could work Installs, modifies, and makes minor repairs to computer hardware and software systems.

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	very good	very good	very good

### Computer knowledge

Microsoft Office, Lexpro, Email communication,

### Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Salary you wish 9-10k R per month

How much do you earn now 0k R per month