



# Patricia Mngadi

Curriculum Vitae (CV)

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

I am looking for office admin job or general worker. I have basic skills with admin work and general worker. I am a hard worker and always looking for a challenge to enhance my skills and knowledge. I have good communication skills and I understand that positive performance at work is to the success of the company. If I succeed in my application, I assure you that I will perform well and be a hard-working member of the company.

Preferred occupation	Filing clerk Administrative jobs
	Miners Mining jobs
	Generals General jobs

Preferred work location

East Rand  
Gauteng

## Contacts and general information about me

Day of birth	1998-01-11 (28 years old)
Gender	Female
Residential location	East Rand Gauteng
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	<b>nuo 2022.09 iki 2023.08</b>
Company name	Uthingo Adventures
You were working at:	Filing clerk
Occupation	Admin assistant
What you did at this job position?	Admin office work , filing, scanning, capturing clients information. I was receiving incoming calls and outgoing calls

## Languages

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

### Computer knowledge

MS word  
Excel  
Power point presentation

### Recommendations

Contact person Sizwe nyaweni  
Occupation Manager  
Company Uthingo Adventures  
Telephone number 082 351 6221  
Email address sizwe@simplygas.co.za

### Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2022-06-00 (3 years)  
Salary you wish 4000 - 8000 R per month  
How much do you earn now None R per month