



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 (27 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 2022.09 iki 2023.08
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