



# Nompumelelo Mahlangu

Curriculum Vitae (CV)

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

I have recently finished my N6 certificate in Management Assistant so I'm looking for a job where I can learn and grow. I'm a fast learner, and I'm always willing to take on new challenges. I'm also a hard worker, and I'm dedicated to doing my best. I'm eager to learn and I know I can be a valuable asset to your team.

Preferred occupation	Receptionist Administrative jobs
	Front Desk Agent Administrative jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

## Contacts and general information about me

Day of birth	2000-08-02 (23 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>

## Education

Educational period	<b>nuo 2022.01 iki 2023.12</b>
Degree	Certificate
Educational institution	Ekhuruleni east tvet college
Educational qualification	Management assistant
I could work	Yes

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

#### Computer knowledge

Microsoft excel

Microsoft Word

#### Recommendations

Contact person	Joseph Nhlapo
Occupation	Manager
Company	Joe mando interprise
Telephone number	0781725871
Email address	Josephnhlapo23@gmail.com

#### Additional information

Your hobbies	My hobbies include reading, playing sports, and volunteering at my local internet cafe . Reading helps me expand my knowledge and improve my communication skills. Playing sports helps me stay active and healthy. And volunteering at the internet cafe helps me make a difference in my community and gives me a sense of purpose. These hobbies show that I'm a well-rounded individual with varied interests.
Driver licenses	None