



Sabelo Mtshali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Experienced Administration clerk with a demonstrated history of working at an Operational Trust (ORT SA). Skilled in working at the admin/reception, performing a variety of administrative and clerical tasks. Providing support to my manager and employees, assisting in daily office needs and managing a company's general administrative activities. Preparing reports and maintaining appropriate filing systems. Holding a bachelor's degree in public administration Focused in Management and Public Admin from University of KwaZulu-Natal.

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|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| | Debtors clerk Finance jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-07-21 (27 years old) |
| Gender | Male |
| Residential location | midrand 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 |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2016.01 iki 2021.12 |
| Degree | Degree |
| Educational institution | UKZN |
| Educational qualification | B.ADMINISTRATION IN PUBLIC ADMIN & MANAGEMENT |
| I could work | ANY OFFICE WORK OR GENERAL WORK |

Additional information

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| Driver licenses | None |
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| Salary you wish | 15000 R per month |
| How much do you earn now | 10000 R per month |