



# Mahlatse Comfort Mashabane

Curriculum Vitae (CV)

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

I am a highly organised and detail-oriented professional with over seven years of experience in administrative roles, specializing in records management, bookkeeping, and process improvement. My ability to efficiently manage tasks, maintain accurate records, and ensure compliance with procedures has consistently contributed to the smooth running of the organisations I've worked with.

I bring a proven track record of delivering results, whether it's managing complex systems like SA-SAMS, preparing financial documents for audits, or coordinating stakeholders for projects. My ongoing studies in Human Resource Management further enhance my understanding of organisational dynamics, making me a versatile candidate who can adapt to various administrative needs.

I pride myself on my strong work ethic, professionalism, and ability to collaborate effectively with diverse teams. If you are looking for someone who combines experience, dedication, and the drive to contribute to your organization's success, I am the right fit for your team.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo

## Contacts and general information about me

Day of birth	1995-06-09 (30 years old)
Gender	Female
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Additional information

Salary you wish	R15000 R per month
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