



Sylvia Maake

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to express my interest in any positions related to my qualifications as a Management Assistant, Administrator, Receptionist or General worker. I also welcome opportunities that require a Grade 12 Qualification.

I am passionate, consistent, and disciplined, with strong work ethic. I am eager to contribute to your company's growth through innovation and dedication.

Thank you for considering my application, I look forward to the possibility of discussing how i can contribute to your team.

Preferred occupation

Generals

General jobs

Receptionist

Administrative jobs

Learnership

Other jobs

Preferred work location

Polokwane / Pietersburg

Limpopo

Pretoria / Tshwane

Gauteng

Dendron

Limpopo

Phalaborwa

Limpopo

Contacts and general information about me

Day of birth

2000-07-03 (25 years old)

Gender

Female

Residential location

Polokwane / Pietersburg

Limpopo

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period	nuo 2024.03 iki 2025.03
Company name	Institute of Public Affairs & Governance
You were working at:	Administrators
Occupation	Receptionist, Office Admin
What you did at this job position?	Welcome visitors, Organising Meetings, scanning and emailing company documents, attending clients quires, receiving courier documents, writing reports,developing manual and digital filling systemManaging invoices, budget and payment
Working period	nuo 2023.05 iki 2023.09
Company name	Leakhale Primary School
You were working at:	Generals
Occupation	General Worker
What you did at this job position?	Maintain high Cleaning Standards, Packing Books, Making sure learners are safe, offloading and loading equipment, watering flowers, Sweeping offices

Education

Educational period	nuo 2021.02 iki 2022.12
Degree	Certificate
Educational institution	Letaba Tvet College
Educational qualification	N6 Management Assistant
I could work	Admin Assistant, Personal assistant, receptionist, Secretary, Executive assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	good	fluent
Sepedi	fluent	fluent	fluent
Xitsonga	basic	good	basic

Computer knowledge

Microsoft Office
social media
Presentations
Spreadsheets
Email
Google drive

Recommendations

Contact person	MP Sebola
Occupation	Director
Company	Institute Of Public Affairs and Governance
Telephone number	082 085 6556
Email address	info@ipaginstitute.co.za

Contact person	Mawasha MD
Occupation	Lecture
Company	Letaba Tvet College
Telephone number	071 411 0720
Email address	2sssintern@letcol.co.za

Additional information

Driver licenses	None
Salary you wish	R7000-R10000 R per month
How much do you earn now	R2500 R per month