



# Antonatte Helen Mendes

Curriculum Vitae (CV)

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

Im looking for any admin assistance job.to work well with the team while pursuing one common company goals i have a receptionist certificate and one year working Experience as an auxiliary secretary in labor, legal and Corporate Directors office at Victor khanye local municipality

Preferred occupation	Generals General jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1995-05-10 (30 years old)
Gender	Female
Residential location	Delmas Mpumalanga
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>

## Work experience

Working period	<b>nuo 2024.03 iki 2025.03</b>
Company name	Victor khanye local municipality
You were working at:	Personal assistant
Occupation	Auxiliary secretary
What you did at this job position?	Administrator

## Education

Educational period	<b>nuo 2010.01 iki 2010.12</b>
Degree	Grade 11
Educational institution	Belmor and school of excellence college
Educational qualification	Receptionist certificate
I could work	As an secretary,receptionist and personal assistant

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Additional information

Driver licenses	None
Salary you wish	4500 R per month