



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.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2024.03 iki 2025.03**

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 **nuo 2010.01 iki 2010.12**

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