



# Melita Nelly Malatji

Curriculum Vitae (CV)

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

I completed N6 management assist last semester I have an experince working as administrator hv six months experince working at department of education as admin clerk in order to get my diploma,Im stil looking foward to get experience to my couse

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1992-03-25 (33 years old)

Gender    Female

Residential location                              Johannesburg  
Gauteng

Telephone number                              *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2016.01 iki 2016.07**

Company name                                      to any company

You were working at:                              Receptionists

Occupation    admin clerk

What you did at this job position?              typist,capturing

Working period                                      **nuo 2016.07 iki 2016.07**

Company name                                      Maatha dc business college

You were working at:                              Trainers

Occupation    training adviser

What you did at this job position?              teaching learners about pc

## Education

Educational period	<b>nuo 2013.01 iki 2015.12</b>
Degree	Diploma
Educational institution	letaba FET college
Educational qualification	certificate
I could work	as office administrator

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good

**Computer knowledge**

Microsoft word, exel, power point, publisher

**Conferences, seminars**

From department of educataion

**Recommendations**

Contact person	malepe k
Occupation	senior clerk
Company	department of education
Telephone number	0729481955
Email address	malatjimn@yahoo.com

**Additional information**

Your hobbies	Reading and playing soccer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-10-00 (10 years)
Salary you wish	3000 R per month
How much do you earn now	1700 R per month