

# Phathutshedzo Shadrack Munyai

Curriculum Vitae (CV)

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

I am a person who want some challenges and meet different people.

I am a person who can work under the pressure and i have good communication skills.

Preferred occupation Secretaries

Administrative jobs

Car drivers Driver jobs

Preferred work location Pretoria / Tshwane

Gauteng

Polokwane / Pietersburg

Limpopo

## Contacts and general information about me

Day of birth 1991-11-12 (34 years old)

Gender Male

Residential location Pretoria / Tshwane

Gauteng

**Telephone number** Information is available only for registered users.

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#### **Education**

Educational period nuo 2013.12 iki 2016.06

Degree Certificate

Educational institution Tswane South college Attridgeville cumps

Educational qualification Management Assistance

I could work clerk, Secretary, personal Assistant, call centre, receptionist

and girlfriday

### Languages

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

## **Computer knowledge**

Windows Xp

Windows 7

Windows 8

Computer Practice and Information Processing

Microsoft office word 2007 and 2010

Microsoft Office Excel 2007 and 2010

Database

Powerpoint

Typing skills

### **Recommendations**

Contact person Shavhani Lusani

Occupation Secretary

Company National Skills Funds

Telephone number 071 289 9653

Contact person Mr Mutshembele

Occupation Lecture

Company Tswane South College Attridgeville cumps

Telephone number 012 373 8030

### **Additional information**

Your hobbies Sports

Meet someone challenges

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2016-09-00 (9 years)

Salary you wish R8000 R per month