



Nomthandazo Mavis Valashiya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator

I am qualified as office assistant

Gained work experience during my three years of studies

I am friendly, honest and liable person who can follow rules of the organisation. I have also self motivated and work under pressure. My duties : Typing, faxing, Receiving and welcoming visitors/Clients, preparing the meeting, bookings etc.

Preferred occupation Administrators
Administrative jobs

Preferred work location Aliwal North
Eastern Cape

Contacts and general information about me

Day of birth	1986-10-26 (37 years old)
Gender	Male
Residential location	Aliwal North Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

Educational period	nuo 2013.01 iki 2015.11
Degree	Certificate
Educational institution	Ingwe tvet college
Educational qualification	NQF Level 4 certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	basic	good	good

Additional information

Your hobbies	Reading and learning new things
--------------	---------------------------------

Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	None R per month