



# Mandisa Singane

Curriculum Vitae (CV)

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

Young vibrant lady looking for an opportunity to gain work experience, i find great pleasure in working with people, consider myself a very positive person, honest and hard working.

Preferred occupation	<b>Secretaries</b> Administrative jobs
	<b>Generals</b> General jobs
	<b>Shop assistants</b> Retail, store jobs
	<b>Telemarketers</b> Sales jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Upington</b> Northern Cape
	<b>Mbombela / Nelspruit</b> Mpumalanga
	<b>Malelane</b> Mpumalanga

## Contacts and general information about me

Day of birth	1994-04-18 (31 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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

Company name	lupenyo investment
You were working at:	Secretaries
Occupation	admin assistant

**Education**

Educational period **nuo 2017.02 iki 2017.11**  
 Degree Certificate  
 Educational institution university of south africa  
 Educational qualification higher certificate: economics and management science

Educational period **nuo 2016.02 iki 2016.11**  
 Degree Certificate  
 Educational institution witbank engineering varsity  
 Educational qualification ancillary health care  
 I could work health care worker and data typist at hospitals

Educational period **nuo 2016.02 iki 2016.05**  
 Degree Certificate  
 Educational institution sheppard academy  
 Educational qualification computer  
 I could work data entry, receptionist, admin assistant

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
SiSwati	good	good	good

**Computer knowledge**

microsoft word , excel, access, power point

**Recommendations**

Contact person prince mauludzi  
 Occupation administrator  
 Company lupenyo investment

**Additional information**

Salary you wish 3500 R per month