



Sana Malek

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good in administrating and computing skills. Also got a diploma in accounting and would like to explore my capabilities. I have worked in the education department as a administrator hence i have learnt to be efficient, accurate, professional and patient.

Preferred occupation	Administrators
	Administrative jobs
	Part time jobs
	Part time, weekend jobs
	Accountants
	Finance jobs
Preferred work location	Mahikeng / Mafikeng
	North West

Contacts and general information about me

Day of birth	1993-07-18 (32 years old)
Gender	Female
Residential location	Mahikeng / Mafikeng
	North West
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2016.02 iki 2017.07
Company name	Mafikeng High school
You were working at:	Administrators
Occupation	Administrative Assistant
What you did at this job position?	Administer the working system of the school, recording student information and capturing marks

Working period	nuo 2014.01 iki 2015.02
Company name	Gaborone Institute of Professional Studies
You were working at:	Teacher
What you did at this job position?	Lecturer of Accounting Diploma Students

Education

Educational period	nuo 2012.06 iki 2014.06
Degree	Diploma
Educational institution	Botswana Institute of Accountants
Educational qualification	Diploma in accounting
I could work	Credit control, Budgets, financial statements

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Recommendations

Contact person	Mr landman
Occupation	Principal
Company	Mafikeng High School
Telephone number	+27834563823

Additional information

Driver licenses	None
Salary you wish	3000 R per month