



# Mamazane Josphinah Mahlangu

Curriculum Vitae (CV)

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

AM LOOKING FOR THE OFFICE ADMINISTRATION JOB.

I am a dynamic female who is driven to achieve desired goals of the job discription. I strive to work hard,attention to details,fast -learner and always motivate my self to new challenges to enhance more skills and knowledge. i like to interact with people and iam ambitious to see myself grow in every new different environment, i tend to well under pressure. i can speak English ,Isizulu and Siswati .

Preferred occupation	Administrators Administrative jobs
Preferred work location	Witbank Mpumalanga

## Contacts and general information about me

Day of birth	1990-01-05 (36 years old)
Gender	Female
Residential location	eMakhazeni / Belfast Mpumalanga
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

Working period	<b>nuo 2017.07 iki 2017.07</b>
Company name	SOLLY'S GM MIDDELBURG
Occupation	OFFICE ADMINISTRATION
What you did at this job position?	pre-owned filing,deptors & credits filing,parts filing,workshop filing,workshop warranty carputer claims and switchedboard

Working period	<b>nuo 2018.01 iki dabar</b>
Company name	MMNE internet cafe
You were working at:	Part time jobs
Occupation	Administrator
What you did at this job position?	print out black /colour,scan and email,faxing,photocopying,

### Education

Educational period	<b>iki 2013.12</b>
Degree	Grade 12 / Matric
Educational institution	NKANGALA TVET COLLEGE
Educational qualification	NQF LEVEL 2,3 AND 4
I could work	YES

### Languages

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

### Computer knowledge

Microswoft word and other computer applications

### Conferences, seminars

Train Race Rotary 2016 Certificate of Appreciation

### Recommendations

Contact person	Mrs M Mtimunye
Occupation	Boss Lady
Company	MMNE INTERNET CAFE'
Telephone number	013 253 0087
Email address	mmne.cafe2@gmail.com
Contact person	Mr D Mavuso
Occupation	ward commitee
Company	Emakhazeni Municipality in Belfast
Telephone number	066 332 3365

### Additional information

Your hobbies	Reading books Playing rops Listening to music
Salary you wish	6000-8000 R per month

How much do you earn now

N/A R per month