



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 (34 years old)
Gender	Female
Residential location	eMakhazeni / Belfast Mpumalanga
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

Work experience

Working period	nuo 2017.07 iki 2017.07
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	nuo 2018.01 iki dabar
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	iki 2013.12
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