



Happy Mashala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration jobs as I have experience in admin

Also looking for any job because I am willing to learn things that I don't know

Preferred occupation Administrators
 Administrative jobs

Generals
General jobs

Agents
Sales jobs

Cashiers
Retail, store jobs

Preferred work location Pretoria / Tshwane
 Gauteng

 Lephalale / Ellisras
 Limpopo

Contacts and general information about me

Day of birth 1996-12-26 (29 years old)

Gender Female

Residential location Pretoria / Tshwane
 Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Company name Lots gardens clinic

You were working at: Administrators

Occupation Administration assistant

What you did at this job position? Filing Typing Answering of calls Data capturing and other jobs given by a supervisor

Education

Educational period	nuo 2015.01 iki 2017.12
Degree	Diploma
Educational institution	Dam Technical College
Educational qualification	Diploma in medical secretary
I could work	At any area

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	very good	fluent

Computer knowledge

I am computer literate

Recommendations

Contact person	Khobo Maria
Occupation	Manager
Company	Lotus Gardens clinic
Telephone number	0123582141
Contact person	Mr Artwell
Occupation	Lecture
Company	Dam Technical College
Telephone number	0789467171
Contact person	Miss MM Khobo
Occupation	Manager at lotus clinic
Company	0123582141

Additional information

Your hobbies	I love writing and reading books
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	Nothing R per month