



Lawrain Maditsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

HI MY NAME IS LAWRAIN TRUDIE MLANGENI WHO'S MARRIED IN MADITSI FAMILY LIVING AT MIDDELBURG. I'M A FRIENDLY PERSON, GIVING LOVE, RESPECT AND HUMBLE TO EVERYONE, HARD WORKING NEVER GIVE-UP EASLY. I'M LOOKING FOR THE ADMINISTATIVE JOB OR SECRETARY BECUASE I'VE TRAIN FOR IT AND EXPERIENTED AT NKANGALA FET COLLEGE FOR 2 YEARS. I'VE DONE ALL ACTIVITIES ADMIN SUCH AS FILING, TYING DOCUMENTS, ANSWERING PHONE, MANAGING DIARIES, ARRANGE MEETINGS,CAPTURING FORMS, TAKE MINUTES ECT. I WOULD BE GLAD IF YOU CAN HIRE ME THANK YOU!

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1983-05-14 (40 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
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 2018.12
Company name	WOOLWORTHS
You were working at:	Sales person
Occupation	TILL OPERATOR
What you did at this job position?	SCAN AND PACK ITEMS, SELL MORE UNITS, INFORM CUSTOMER ABOUTOUR PROMOTIOM

Education

Educational period	nuo 2007.01 iki 2009.06
Degree	Diploma
Educational institution	NKANGALA FET COLLEGE
Educational qualification	NATIONAL DIPLOMA FOR SECRETARY
I could work	AT NKANGALA FET COLLEGE

Languages

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

Computer knowledge

MICROSOFT WORD, EXCEL, ACCESS, POWER POINT AND OUTLOOK.

Conferences, seminars

NONE

Recommendations

Contact person	MRS MERLENE
Occupation	STORE MANAGER
Company	WOOLWORTHS
Telephone number	0132449020

Additional information

Your hobbies	ATTEND GIM, GO TO CHURCH, WATCHING PROGRAMES AND MOVIES AND READING SHORT STORIES.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-11-00 (9 years)
Salary you wish	any R per month