



Matlawa Sarah Mafarafara

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Matlawa Sarah Mafarafara, I have a Bachelor's Degree in Information that I obtained from the University of Limpopo. I am very interested in the vacancy the department is advertising . I believe that I am a right candidate because I have experience and qualifications, therefore I am willing to learn and grow within the company. I have experience as an Administrative Assistant, my duties and responsibilities included providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication.

Currently, I'm unemployed but I am a volunteer at Eskia Mphahlele Public Library. I have a strong interpersonal and good communication skills both with users and colleagues. I am computer literate to Microsoft office packages, troubleshooting, internet and database searches. I possess excellent interpersonal skill which makes me to interact well with staff and users as well as assisting library users in utilizing library services. I am a smart working woman who is not afraid of challenges, I am also a team player who is also able to work individually and I am very optimistic. Dealing with different kind of students has increased my experience in problem solving and supervision skills. I supervised students as they come for in-service training. I have a good report writing skills. I have a substantial knowledge of operating different kinds of office equipment including computers, telephone, photocopiers, cash registers, self-check machines, assisting devices and relevant automated tools. I take pride in my overall outlook and in any given task. I'm self -motivated and I meet deadlines. My priority is to keep with the department mission and vision to provide good service delivery.

Should you wish to contact me for an interview, I can be reached at cell phone number and email: 060 6364 554 / 083 2455 307 and matlawasarah@gmail.com

Kind Regard

Ms Sarah Mafarafara

Preferred occupation

IT, computing jobs

Administrators

	Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	East Rand Gauteng
	Polokwane / Pietersburg Limpopo
	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2015.03 iki 2017.05
Company name	Richfield Graduate Institute of Technology
You were working at:	Academic officer
Occupation	Librarian.
What you did at this job position?	Supervising the Library operation.
Working period	nuo 2017.05 iki 2018.12
Company name	Central Technical College
You were working at:	Academic officer
Occupation	Librarian
What you did at this job position?	Daily operations of the library

Education

Educational period	nuo 2004.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	Mohlakaneng High School
Educational qualification	National Certificate
I could work	Yes

Educational period	nuo 2011.01 iki 2015.04
Degree	Degree
Educational institution	University of Limpopo
Educational qualification	Bachelor of Information Studies
I could work	Yes

Educational period	nuo 2014.09 iki 2014.12
Degree	Certificate
Educational institution	University of Limpopo
Educational qualification	Certificate in Computer Literacy
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	very good	good
Setswana	fluent	fluent	fluent

Computer knowledge

Introduction to Computers

Microsoft Windows 2010

Microsoft Excel 2010

Microsoft PowerPoint 2010

Microsoft Word 2010

Microsoft Internet Explorer 2010

Recommendations

Contact person	Mr Selowa Sello
Occupation	Senior Investigators
Company	Ombudsman
Telephone number	0102882830
Email address	Sello.selowa@joburgombudsman.org.za

Additional information

Driver licenses	None
Salary you wish	10000 R per month