



Mahlatse Mohlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

66 Pelican avenue
Rooihuiskraal
Centurion Pretoria
0154

HR Manager

It is with much enthusiasm that I'm submitting my application for work opportunity that has recently been vacant. Please accept my disclosed application

As a young vibrant, ambitious candidate and competitive calibre with great personality and work ethic, possess and equipped with knowledge in the admin/ clerical areas, Inventory control, computer literate (Microsoft Office) maintaining good communication across all levels of management, telephone etiquette and meetings, attend to information needs and establish information system.

In addition to my extensive admin skills I'm a team player like working collaboratively, always eager in taking any opportunity as chance develop and grow, learn and share that's my philosophy. Very keen and desirous being your employee, being part of the organisational culture, holding primary objective to contribute towards efficiency and effectiveness. Please for any further information required feel free to contact me for endorsements, looking forward to hear from you
King Regards

Mahlatse Mohlala
0829309310

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Male
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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 2018.03 iki 2018.09
Company name	ASCO
You were working at:	Sales representative
Occupation	Sales rep/ Inventory Admin
What you did at this job position?	Inventory control/ Sales rep/ Consulting

Education

Educational period	nuo 2016.01 iki 2019.08
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Office Management and Technology
I could work	Inservice training

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiNdebele	fluent	very good	do not know

Computer knowledge

Word. Excel. Powerpoint. Access. Mailing. Data Capturing

Additional information

Salary you wish	4500 R per month
How much do you earn now	3200 R per month