



# Barbara Mamolatji

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Office assistant is one of the best job am looking for am patient and focused, I also enjoy working on Microsoft word, excel and PowerPoint. I again like working with fillings and also doing the duties of a receptionist

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo

## Contacts and general information about me

Day of birth	1994-02-13 (31 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2015.01 iki 2017.05</b>
Degree	Diploma
Educational institution	Jeppe college
Educational qualification	Human resources management
I could work	Assistant
Educational period	<b>nuo 2018.01 iki 2018.07</b>
Degree	Certificate
Educational institution	Career computer college
Educational qualification	Office administrator, receptionist and computer literacy
I could work	Office assistant

## Languages

Language	Speaking level	Understanding level	Writing level
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English	good	very good	very good
isiZulu	good	very good	basic
Sepedi	fluent	fluent	fluent
Xitsonga	good	good	basic
Tshivenda	fluent	fluent	basic

#### Computer knowledge

I have a knowledge of typing, Microsoft word, excel (spreadsheet, graphs) and PowerPoint.

#### Additional information

Your hobbies	Reading and watching tv
Driver licenses	A1 Motorcycle $\leq$ 125cc
Driver license from	2013-06-00 (12 years)
Salary you wish	8000 R per month