



Nkhangweni Portia Muthaphuli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Personal Assistant. My name is Portia Muthaphuli. I have completed my National N Diploma Management Assistant in 2017 at Vhembe TVET college. I did my experiential learning in the Department of Education as an Admin & Personal Assistant under curriculum section. In 2018 i got the opportunity to participate as an admin office in the same department and same section. From then i have been working on the department until today as an administrator (contracts). I am an honest person and also very punctual on my duties. I am a hard work. During the period at the department i learnt a lot of things like how to work under pressure, how to talk with people. I am a quick learner, self-motivated person, adaptable in nature, I always want to learn surroundings and keen to learn new things. Appreciation and growth opportunities motivates me to do good job.

| | |
|-------------------------|---|
| Preferred occupation | Personal assistant Administrative jobs |
| Preferred work location | Thohoyandou Limpopo |
| | Polokwane / Pietersburg Limpopo |
| | Johannesburg Gauteng |
| | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1984-06-02 (41 years old) |
| Gender | Female |
| Residential location | Thohoyandou Limpopo |
| 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 |

Additional information

| | |
|-----------------|----------------------|
| Salary you wish | R 12 000 R per month |
|-----------------|----------------------|

How much do you earn now

R 1 900 R per month