



Thelma Londy Madela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have an ability to grow with the job, very loyal and diligent.

With my skills, I have kindness, helpful, considerate, affectionate, and trustworthy and make my life purpose to help the less fortunate. I am also very organized, efficient, responsible and dependable.

.. Given an opportunity of employment, I intend on becoming an exceptional employee and an asset to the company by exercising my skills, experience and initiative to enhance the company's productivity and profitability.

I am a profound individual and my skills and experience is invaluable, and I am highly recommended for whatever position I apply for.

Preferred occupation

Receptionist

Administrative jobs

Administrators

Administrative jobs

Filing clerk

Administrative jobs

Personal assistant

Administrative jobs

Secretaries

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2013.01 iki 2014.03**
 Company name Dental Practice
 You were working at: Medical receptionist
 Occupation Receptionist
 What you did at this job position? Filling,data capture,taking calls,ordering medication,doing invoices

Working period **nuo 2014.04 iki 2015.02**
 Company name Kgotsotalang Trading and Projects
 You were working at: Construction manager
 Occupation Admin clerk
 What you did at this job position? Filling,attending briefings,Fax,scan,doing invoices,Data capture,taking calls,checking emails

Working period **nuo 2016.06 iki 2020**
 Company name Ntloebide Attorneys inc
 You were working at: Collections paralegal
 Occupation Company Secretary
 What you did at this job position? Organizing diaries Schedule and make appointments Prepare and process legal documents and papers Mail, fax, or arrange for delivery of legal correspondence Receive and place telephone calls Make copies of correspondence Assist attorneys in collecting information Type legal memos Data capturer Using Ms Office word, Excel, outlook Internet Typing legal opinions Notices and tenders Completing Tender documents and Marketing Drafting Reports for Directors daily

Languages

| Language | Speaking level | Understanding level | Writing level |
|------------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| isiZulu | very good | very good | very good |
| Afrikaans | good | basic | basic |
| Sepedi | good | good | good |
| Sesotho | good | good | good |
| isiNdebele | good | good | good |

Computer knowledge

Microsoft Office
 Microsoft word
 Microsoft excel

Additional information

Your hobbies Tv

| | |
|--------------------------|-------------------------------------|
| | Writing |
| | Reading |
| | Playing tennis |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2019-03-00 (6 years) |
| Salary you wish | 10000 R per month |
| How much do you earn now | 11000 R per month |