



Rhangeleni Clementine Mnisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for registry clerk, admin,human resource, data Capturer. I have experience

Preferred occupation	Filing clerk Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1985-04-08 (39 years old)
Gender	Female
Residential location	Johannesburg 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 2018.05 iki 2019.03
Company name	Department of Public works
Occupation	Data capturer
What you did at this job position?	Capturing.
Working period	nuo 2012.08 iki 2013.08
Company name	Department of Rural Development and land reform
Occupation	Registry clerk
What you did at this job position?	Filling. Receiving incoming submissions. Photocopying

Education

Educational period **nuo 2007.02 iki 2011.05**
 Degree Diploma
 Educational institution Tshwane University of Technology
 Educational qualification Public Management
 I could work Admin clerk, human resource clerk, data captured,registry clerk, general

Languages

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

Computer knowledge

Ms office word,excel,power point

Recommendations

Contact person Ms Mabunda
 Occupation Human Resource
 Company Department of Public works
 Telephone number 0785915914

Contact person Ms Maluleke
 Occupation Senior Admin Clerk
 Company Department of Rural Development and land reform
 Telephone number 0839812614

Contact person Ms Bila
 Occupation Personnel officer
 Company Department of Public works
 Telephone number 0158114108

Additional information

Your hobbies Reading