



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
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