



Nomali Mashiteng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Secretary/Admin a special field been working for and for the past decade working for lawyers typing letter, receiving telephone call and sending emails etc.

If given an opportunity I will expand my experience and learn more about your company/firm.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | Witbank Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Gender | Female |
| Residential location | Witbank Mpumalanga |
| 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 2013.02 iki 2018.03 |
| Company name | Ka-Mbonane Inc |
| You were working at: | Lawyers |
| Occupation | Legal Secretary |
| What you did at this job position? | Typing, receiving call, typing with Dictaphone and sending emails etc. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 1999.01 iki 2000.10 |
| Degree | Grade 12 / Matric |
| Educational institution | Law society Johannesburg |
| Educational qualification | Certificate |
| I could work | Administration |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | very good | very good | very good |

Computer knowledge

English

Conferences, seminars

Legal secretary "law society" year 2017

Recommendations

| | |
|------------------|-------------------------|
| Contact person | Ivan |
| Occupation | Director |
| Company | Ka-Mbonane Cooper Inc |
| Telephone number | 0823028606 |
| Email address | ivan@kambonanelaw.co.za |

Additional information

| | |
|--------------------------|--------------------|
| Your hobbies | Reading, cooking |
| Driver licenses | None |
| Salary you wish | R11000 R per month |
| How much do you earn now | 0.00 R per month |