



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