



# Maria Ndlovu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for a job as administrative assistant, personal assistant or secretary. I have more than eight years experience. I am trustworthy, loyal and hardworker. I'm fun to be with. I take my job seriously. I have skills in computer, Ms Word. Excel, power point and internet. I Excel in my administrative duties such as faxing, typing answering phones in a proper manner, booking accomodation and travelling for my superiors, everything that has to do with admin

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth                                      1977-12-25 (46 years old)

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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## Additional information

Salary you wish                                      15000 R per month

How much do you earn now                      10000 R per month