



# Mafola Lebelo

Curriculum Vitae (CV)

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

Administration work especially in supply chain

I have the experience in supply chain Administration with the following duties completed:

Procurement process

Fleet management

Balancing inventory

Maintenance of state property

Inspection of state property

Typing reports letters memorandum minutes

Operating equipment

Asset management

Auction

I'm a very proactive person, very vigilant with strong analytical problem solving skills communication skills, leadership skills, computer literate, I pay attention to detail and always prioritise my work. I handle pressure very well and I'm goal oriented and im able to work on my own initiative or as a team and my commitment of excellent work standards will add value to the team.

Preferred occupation	Operations Clerk Administrative jobs
	Receptionist Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Polokwane / Pietersburg Limpopo

## Contacts and general information about me

Day of birth	1995-03-05 (29 years old)
Gender	Female

Residential location

Polokwane / Pietersburg  
Limpopo

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

6000 R per month

How much do you earn now

440 R per month