



Rose Phakamile Mahlangu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am committed and dedicated individual who takes pride completing my duties to the best of my abilities, I am professional, friendly and interact easily with others, I thrive in an environment where I am able to learn and apply my experience, I believe I handle pressure well and I am capable to work with deadlines, I always go above and beyond what is expected of me.

I currently looking for an opportunity where I can apply my skills and experience as well as continue to grow and expand on my current knowledge.

Thank you for taking the time to consider

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| Preferred work location | Rustenburg North West |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1991-03-11 (33 years old) |
| Gender | Female |
| Residential location | Rustenburg North West |
| 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 2013.06 iki 2020.04 |
| Company name | Massbuild holdings |
| You were working at: | Receptionists |
| Occupation | Receptionist |
| What you did at this job position? | Answering calls and working as a front Desk |

Education

Educational period **nuo 2005.01 iki 2010.12**
 Degree Grade 12 / Matric
 Educational institution Thutolore Secondary schools
 Educational qualification Matric
 I could work As administrator as well

Languages

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

Computer knowledge

Sap:creating purchase order (ME21N)
 MIGO:goods movement
 MIRO:enter income invoices
 (Enter all the details so that the payment can be done)
 Microsoft and excel
 PowerPoint and internet and emails

Conferences, seminars

Screening
 Conference calls

Recommendations

Contact person Mrs Louise Van Graan
 Occupation Receptionist manager
 Company Massbuild holdings
 Telephone number 0828584422 /010 594 8000
 Email address Louise.VanGraan@builders.co.za

Additional information

Your hobbies Cooking
 Going out
 Reading story telling books
 Driver licenses None
 Salary you wish R9000 R per month
 How much do you earn now R8500 R per month