



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