



Phiwokuhle Mahleka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Energetic

I can work under pressure

I have computer Skills

E.g Power point,

Excell,outlook e.t.c

I have Work experience in Administration.

Duties

Licensing vehicles, Booking cars, Responsible for petrol slips

Preferred occupation

Administrative jobs

Contacts and general information about me

Day of birth

1990-10-18 (33 years old)

Gender

Female

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period

nuo 2019.02 iki 2021.02

Company name

Ksd Tvet college

You were working at:

Data capturers

What you did at this job position?

Answering Calls, Greet visitors, capture information, book cars, Organize events.

Education

Educational period

nuo 2014.01 iki 2016.12

Degree

Certificate

Educational institution

Ksd tvet college

Educational qualification

Office Administration

Languages

Language

isiXhosa

Speaking level

very good

Understanding level

very good

Writing level

fluent

Computer knowledge

Microsoft Word.

Outlook

Excell

PowerPoint

Troubleshooting

Recommendations

Contact person

0632030942

Occupation

Lacturer

Company

Ksd tvet college

Additional information

Your hobbies

Cooking
Listening to music

Salary you wish

R10000. 00 R per month

How much do you earn now

R00.00 R per month