



Mulatedzi Maseli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a admin work.

I'm a hardworking and capable of tackling every task with my heart and energy.

I'm able to work as an individual and in a team.

I can be able to handle confidential information.

I also have a good attitude and willing to learn and easy to adapt and am someone who doesn't stop acquiring the neccessary knowledge and experience required to perform any task.

Preferred occupation Administrators
Administrative jobs

Preferred work location Kathu
Northern Cape

Contacts and general information about me

Day of birth 1984-04-12 (40 years old)

Gender Male

Residential location Uppington
Northern Cape

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 2019.11 iki 2021.07**

Company name Landile Security

You were working at: Security manager

Occupation Office admin

What you did at this job position? Office admin

Working period **nuo 2017.05 iki 2018.04**
 Company name Thulamela Local Municipality
 You were working at: Administrators
 Occupation Office admin
 What you did at this job position? Office admin

Working period **nuo 2014.04 iki 2015.03**
 Company name Dept. Correctional Services
 You were working at: Administrators
 Occupation Office admin
 What you did at this job position? Office admin

Education

Educational period **nuo 2008.01 iki 2012.12**
 Degree Diploma
 Educational institution Tshwane University of Technology
 Educational qualification National Diploma in Administrative Management:General
 I could work Office admin

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I am able to use the following computer programs competently:
 .Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook, Ms Access

Conferences, seminars

I use to attend tender briefing sessions.

Recommendations

Contact person Mr.Domingo Godwin
 Occupation Operations Manager
 Company Landile Company
 Telephone number 054 332 1417 / 084 928 4253
 Email address domingo@landile.co.za

Contact person	Mr. Martha. M.C
Occupation	Assistant Director
Company	Dept. Correctional Services
Telephone number	012 305 8072 / 072 720 7474
Email address	mbatha@dcs.gov.za

Additional information

Your hobbies	Soccer
Driver licenses	None
Salary you wish	R14500 R per month
How much do you earn now	R13700 R per month