



Lawrain Trudie Maditsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administration jobs and I've got 2 years experience of administration clerk, was working at Nkangala FET College and do training at Woolworths as an Administrator so I've got passion on it.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
	Operations Clerk Administrative jobs
	Receptionist Administrative jobs
	Miners Mining jobs
Preferred work location	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1983-05-14 (41 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
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 2009.06 iki 2011.06**
 Company name Nkangala FET College
 You were working at: Sales administrator
 Occupation Customer service, Answering phone
 What you did at this job position? Typing, filing, e-mailing, answering phones and making calls, making copies, scanning, customer service, capturing documents, Invigilating due Exams

Education

Educational period **nuo 2009.06 iki 2011.06**
 Degree Diploma
 Educational institution Nkangala FET College
 Educational qualification National Diploma for Management Assistant
 I could work For 2 years at Nkangala FET College as an Admin Clerk and also trained at Woolworths as an Administrator

Educational period **nuo 2011.06 iki 2012.06**
 Degree Certificate
 Educational institution PC Training & Business College
 Educational qualification End User Computing Certificate
 I could work Typing fast, working on excel, PowerPoint, Word even on e-mails

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good

Computer knowledge

Word, Excel, PowerPoint, Access and Outlook

Conferences, seminars

Not yet

Recommendations

Contact person Happy Ndlovu
 Occupation Supervisor for Student Support
 Company Nkangala FET College
 Telephone number 013 2432148

Additional information

Your hobbies	Reading short stories, watching TV Documentary, Baking, Going to Church
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-11-00 (9 years)
Salary you wish	6000 R per month
How much do you earn now	2000 R per month