



Maggy Baloyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working and dependable individual with a good eye for details; I am able to work independently and as a team work. I am an enthusiastic woman with the potential of doing my work well. I am versatile candidate with interpersonal skills, pro-active in thinking and a thriving aptitude for excellence. I have the relevant criteria require to successfully carrying out the full range of duties and responsibilities entitled to me. My college years experience as a student has taught me to be punctual following instructions accuracy.

Preferred occupation

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

HR intern

Management, human resources jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth

1988-05-30 (36 years old)

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Education

Educational period **nuo 2012.07 iki 2013.07**
 Degree Certificate
 Educational institution Tshwane North College
 Educational qualification certificate of achievement HRM N6
 I could work YES

Educational period **nuo 2005.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution Ratshepo High School
 Educational qualification Matric
 I could work yes

Languages

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

Computer knowledge

I know Microsoft Office

Conferences, seminars

I have learned Computer practice at Tshwane North College

Recommendations

Contact person ntsiene abdurrasheed moseamedi
 Occupation Husband
 Company CIT
 Telephone number 0791031129
 Email address namvhalu@rocketmail.com

Additional information

Your hobbies I like cooking and baking, singing, cleaning and going to church
 Driver licenses None
 Salary you wish R15 000 R per month
 How much do you earn now R0.00 R per month