



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 | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

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