



# Naledi Mahlangu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for administration job,i have more than 7 years experience as administrator ,i highly experiented in office admin ,finance and hr administration ,i have worked in retail for more than 11 years my experience taught me the value fo time and dealines and collaboration.i work well with team work as i get inspired by teaching and learning from .I work well under pressure and am good in multi tasking .

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1984-09-09 (40 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.02 iki 2021.06</b>
Company name	WOOLWORTHS
You were working at:	Managers
Occupation	ADMINSTRATION AND FINANCE MANAGER
What you did at this job position?	office admin,finance,hr,operations,sales
Working period	<b>nuo 2014.02 iki 2018.02</b>
Company name	LEGIT
You were working at:	Managers
Occupation	STORE ADMIN MANAGER
What you did at this job position?	OFFICE ADMIN,CELLPHONE ADMIN,OPERATIONS

**Education**

Educational period	<b>nuo 2014.01 iki 2016.12</b>
Degree	Certificate
Educational institution	IQ
Educational qualification	HIGHER CERTIFICATE IN BUSINESS MANAGMENT
Educational period	<b>nuo 2006.01 iki 2010.06</b>
Degree	Grade 12 / Matric
Educational institution	HIGH SCHHOL
Educational qualification	MATRIC

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

microsoft word,excel,powerpoint

**Recommendations**

Contact person	Dumisani Phakathi
Occupation	Store Manager
Company	Woolworths
Telephone number	0746994150/0115276100
Email address	SMjabulanimall@woolworths.co.za

**Additional information**

Your hobbies	reading,watching series,
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-04-00 (5 years)
Salary you wish	negotiable R per month
How much do you earn now	n/a R per month