



Busisiwe Mdluli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very obligated person, well organized ,most enegetic, creative and motivated. i have always been ready to partake in team work and give the best contribution towards reaching the goal. i am a fast learner and can work under pressure.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Sasolburg Free State

Contacts and general information about me

Day of birth	1996-04-04 (28 years old)
Gender	Female
Residential location	Sedibeng 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

Work experience

Working period	nuo 2017.01 iki 2020.02
Company name	flavius Mareka TVET college
You were working at:	Administrators
Occupation	Admin
What you did at this job position?	- sort and organize student applications - assist student admin office with filing of applications and documents of all students - maintain a filling system and data base

Education

Educational period **nuo 2017.01 iki 2019.12**
 Degree Certificate
 Educational institution flavius mareka TVET college
 Educational qualification Human Resource Management N6
 I could work admin and HR

Educational period **nuo 2016.01 iki 2016.12**
 Degree Certificate
 Educational institution Jeppe college
 Educational qualification Microsoft office specialist
 I could work word, excel power point and access

Educational period **nuo 2014.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Suiderlig High School
 Educational qualification matric certificate

Languages

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

Computer knowledge

Microsoft office

Recommendations

Contact person Mr S.M Mosoge
 Occupation Vispol Commander
 Company Sasolburg SAPS
 Telephone number 082 964 4671
 Email address SASOLBURG-SAPS@saps.gov.za

Contact person Ms L. Tau
 Occupation admin clerk
 Company Flavius Mareka TVET college
 Telephone number 0839973236

Additional information

Your hobbies netball
 reading books
 listening to music
 Driver licenses None

Salary you wish 8000 R per month

How much do you earn now 4500 R per month