



# 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> <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 2017.01 iki 2020.02</b>
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