



Minah Makena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Personal assistant,

I believe that I have the talent skill and passion to conguer the world and Pace challenge out there.

I have a dream and all lies upon how I utilise opportunity affordable to bring the best I can be.

As a highly motivated and dedicated person with strong interpersonal and communication skills,I would like to apply for this job to grow and gain experience

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo

Contacts and general information about me

Day of birth	1979-09-28 (45 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
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 2019.02 iki 2020.03
Company name	Folang Medical cei
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Filling documents, Answering telephone

Education

Educational period	nuo 2000.09 iki 2004.10
Degree	Certificate
Educational institution	Msc
Educational qualification	Human resource management
I could work	As personal assistant
Educational institution	Malwandle health care training centre
Educational qualification	Auxiliary
I could work	Home base care

Languages

Language	Speaking level	Understanding level	Writing level
English	do not know	do not know	very good
isiZulu	do not know	do not know	good

Computer knowledge

Ms excel
 PC competence
 Advance calculation

Recommendations

Contact person	Dr senoamadi
Occupation	Dr
Company	Folang Medical centre
Telephone number	0716583055

Additional information

Your hobbies	Reading novels Hiking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-04-00 (13 years)
Salary you wish	7000 R per month
How much do you earn now	7000 R per month