



# Mahlatse Patience Mashabela

Curriculum Vitae (CV)

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

I am looking for Administrator/ clerk post ,I have gain my practical experience in department of health as an HRM,I am dedicated hardworking,diligent,creative and friendly person.i want to advance my career in a position that allows me to grow as person or employee.i have good computer skills,teamwork skills, good communication skills,I am strategic,goal orientated , motivated,consistent and thriving for knowledge and challenges who can work more efficiently even under stress or pressure.

Preferred occupation	Filing clerk Administrative jobs
	HRM Mining jobs
Preferred work location	Lebowakgomo Limpopo

## Contacts and general information about me

Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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 2015.03 iki 2019.08</b>
Company name	Kfc gunret food
You were working at:	Cashiers
Occupation	General worker
What you did at this job position?	Customer service, packing stock fifo,work on the till, cleaning floor and windows.

## Education

Educational period	<b>nuo 2010.02 iki 2013.06</b>
Degree	Diploma
Educational institution	Professional tvet college
Educational qualification	Human resources management
I could work	Yes

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

**Computer knowledge**

Micro soft word- for processing, create pictures and it teaches how to type.

Micro soft excell/ spreadsheet- for calculation.is a program which is used to create table in which calculation can be done automatically using formate.

Micro soft access- to create forms and reports.

Microsoft powerpoint- for designing and presentation.

**Recommendations**

Contact person	Hlatswayo victor
Occupation	Supervisor
Company	Department of public work
Telephone number	0735059381

**Additional information**

Your hobbies	Reading,playing sports( netball), traveling, cooking and baking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-09-00 (10 years)
Salary you wish	4000 R per month
How much do you earn now	3500 R per month