



Tsakani Masia

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I go by the name of Tsakani Masia. I am a student who is currently doing her BCom Law degree for second year at IIE MSA (Monash South Africa). I have experience in admin work, meaning that I know my way around the computer. I have knowledge in Microsoft Word, PowerPoint and Excel. I also type fast, fluent in English and 3 other South African official languages. I am also a team player and my verbal, written, and communication skills are on point. I have received a very positive review from my former employer too. I would bring a lot of progress in the working environment.

Preferred occupation	Lawyers Law, legal jobs
	Personal assistant Administrative jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg 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 2022.01 iki 2022.03
Company name	Mahonisi Christian Learning Centre
You were working at:	Administrators
Occupation	School Administrator
What you did at this job position?	Collect and record school database, worked close to the principal, typed and stored confidential information.

Languages

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

Computer knowledge

I know how to operate windows, giving me a clear path in Microsoft Office, Microsoft Word, PowerPoint and Excel.

Additional information

Your hobbies	I love reading, traveling and dancing.
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	3500 R per month