



Thabang Mashianoke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young, independent and self-motivated Development Studies graduate who has a strong interest and passion for the field of sustainable social & economic development. I am a leader, changemaker and aspiring development practitioner who currently works at Cetlego Supplies as an Administrative Assistant. I have extensive leadership experience and proficient leadership, development research, management and communication skills. I am an enthusiastic, hard-working, passionate and dedicated person who is looking for an opportunity that will allow me to serve, learn, take initiative, seek out new challenges and pursue my passion for social and economic development.

Preferred occupation	Personal assistant Administrative jobs
	Academic officer Management, human resources jobs
	Administration Officer Management, human resources jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1998-10-03 (25 years old)
Gender	Male
Residential location	Tzaneen 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 2018.10 iki 2022**
 Company name Cetlego Supplies
 You were working at: Administrators
 Occupation Administrative Assistant
 What you did at this job position? Tasked with preparing & editing reports, Duties of arranging meetings and appointments. Procurement Worked closely with the marketing team to produce concepts for clients. Procurement & sourcing (locally and internationally) Handling of finances and inventory Client liason

Education

Educational period **nuo 2017.02 iki 2021.06**
 Degree Degree
 Educational institution University of Johannesburg
 Educational qualification BA in Development Studies
 I could work Executive Assistant. Administrative Assistant. Admin Clerk. Assistant Director

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good
Sepedi	fluent	fluent	fluent
Xitsonga	good	good	good
Setswana	very good	very good	very good

Computer knowledge

Microsoft Office (MS Word, MS Excel etc)

Recommendations

Contact person Ranga Zungunde
 Occupation Manager @ Cetlego Supplies
 Company Cetlego Supplies
 Telephone number 0739397735 / 061 540 8940
 Email address rangatzn@yahoo.com

Additional information

Driver license from 2021-09-00 (2 years)
 Salary you wish R20 000 R per month
 How much do you earn now Commission based R per month