



Esther Mahlangu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative job - i am a very energetic person who enjoys challenges and achieving goals, i can work well with the computers, i can type and print and willingness to go the extra miles to satisfy a customer.

Preferred occupation	Customer care agent Administrative jobs
	Guards Security jobs
	Data capturers Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1982-06-15 (42 years old)
Gender	Female
Residential location	Ogies / Phola Mpumalanga
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 2008.04 iki dabar
Company name	G4S Secure Solutions
You were working at:	Guards
Occupation	Security Officer
What you did at this job position?	Assist in opening and closing the office. Observing and Patrolling. Scanning and photocopying. Answering of telephones. Ordering stationary. Receiving of deliveries.

Education

Educational period **nuo 2001.01 iki 2006.12**
 Degree Grade 12 / Matric
 Educational institution Mehlwana Secondary School
 Educational qualification English, Isizulu, Business Economics, Home Economics, Economics, Accounting.
 I could work As security officer.

Educational period **nuo 2014.09 iki 2014.11**
 Degree Certificate
 Educational institution PC Training & Business College
 Educational qualification End User Computing: Microsoft Office 2010 - Introduction to personnel computers, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook.
 I could work As admin assistant.

Educational period **nuo 2013.02 iki dabar**
 Degree Certificate
 Educational institution G4S Secure Solutions
 Educational qualification SHE Awareness Certificate: Occupational safety rules, General safety rules, PPE, Good housekeeping and emergency procedures.
 I could work As Safety officer or General Worker.

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	good	good	basic
isiNdebele	very good	very good	very good
Sepedi	basic	basic	do not know
SiSwati	good	very good	basic

Computer knowledge

Use microsoft word to type and print, Excel, Access, PowerPoint for presentation, Outlook and email.

Additional information

Your hobbies
 - Music
 - Reading
 - Global issues
 - History
 - Current affairs

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2019-07-00 (5 years)
Salary you wish	R8000 R per month
How much do you earn now	R5407.86 R per month