



Maggy Digone

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Digone Maggy, I am 28 years of age and I have completed my National Diploma in public Management in 2019. I have 3 years experience as an administrative assistant with the department of education. I have acquired the following computer skills, Microsoft word which we use for writing minutes, Microsoft PowerPoint which we used for presentation, Microsoft outlook which is used as a communication tool between employees within the department and Microsoft excel here we use spreadsheet for action register.

I have the following knowledge area; Registry process and data capturing, Batho pele principle, Labour relations act, Human Resources Management, Basic conditions of Employment Act.

I think you should hire me because I hold the relevant qualification, I am a hard worker, I love challenges and I have the will to succeed . I am a motivated person and I have the ability to learn fast which will ease the training process.

Preferred occupation

Administrators
Administrative jobs

Data capturers
Administrative jobs

Secretaries
Administrative jobs

Personal assistant
Administrative jobs

Filing clerk
Administrative jobs

Preferred work location

Polokwane / Pietersburg
Limpopo

Pretoria / Tshwane
Gauteng

Groblersdal
Mpumalanga

Contacts and general information about me

Day of birth

1994-08-24 (29 years old)

Gender	Male
Residential location	Sekhukhune 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

Additional information

Salary you wish	8000 R per month
How much do you earn now	0.00 R per month