



Simangele Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I see being an office admin assistant as a crucial piece of the functioning of an entire office, and it is my job to make that happen. I am tremendously organized, enjoy making things flow more smoothly and have 10 years of experience doing this. I stay in this career because I love doing it.

Contacts and general information about me

| | |
|------------------|---|
| Day of birth | 1987-02-19 (37 years old) |
| Gender | Female |
| 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 2012.10 iki 2022.09 |
| Company name | DMM Technologies |
| You were working at: | Administrators |
| Occupation | Answer and direct phone calls Organize and schedule appointments Plan meeting |
| What you did at this job position? | crucial piece of the functioning of an entire office, |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2002.01 iki 2006.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Micro Tech computer campus |
| Educational qualification | Introduction to computer and office admin |
| I could work | Office admin |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | good |

Computer knowledge

appropriately start up and shut down computer.
navigate the operating system and start applications.
perform basic functions of file management.
perform basic functions in a word processor and spreadsheet.
manage print settings and print documents.
receive and send emails.

Conferences, seminars

Seminars

Additional information

| | |
|--------------------------|-------------------------------------|
| Your hobbies | Reading books, |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2016-05-00 (8 years) |
| Salary you wish | R10,000 R per month |
| How much do you earn now | R 8,500.00 R per month |