



Phumela Maphoyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a diploma in management Assistant in progress.

I'm am currently living in Mthatha but I wouldn't mind to relocate.

I love working with people and I am a very flexible person I can work under any conditions

Preferred occupation

Secretaries
Administrative jobs

Receptionists
Hotel jobs

Kitchen staff
Kitchen jobs

Waiters, waitresses
Restaurant, bar service jobs

Social media marketing
IT, computing jobs

Medical receptionist
Medicine, healthcare, nursing jobs

Recruitment professional
Management, human resources jobs

Preferred work location

Umtata / Mthatha
Eastern Cape

Butterworth
Eastern Cape

Idutywa
Eastern Cape

Mount frere
Eastern Cape

Contacts and general information about me

Day of birth 1997-01-16 (27 years old)

Gender Female

Residential location Umtata / Mthatha
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2021.07 iki 2022.02**
Company name Mzamo Primary School
You were working at: Administrators
Occupation Admin clerk
What you did at this job position? Data capturing and payments

Education

Educational period **nuo 2014.01 iki 2016.12**
Degree Grade 12 / Matric
Educational institution Osborn senior secondary School

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

Computer knowledge

I'm computer literate, I know very well how to operate it and I'm good at Microsoft word, Excel and access

Additional information

Your hobbies Cooking
Reading and going through my social media
Driver licenses None
Salary you wish From 5000 up R per month
How much do you earn now Less than 500 R per month