



# Gail Malele

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My involvement in various activities within the environment that I have been privileged to work in, has equipped me with necessary skills and knowledge of the business environment. This has enable me to develop the ability to make an effective contribution to the efficiency of the business. The experience gained with my desire to continue learning, will certainly be utilized effectively and thus contribute positively towards attainment of the goals set.

My strength include but not limited to: hard worker, dependable and/ or with an unquestionable character.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Car drivers</b> Driver jobs
	<b>Receptionist</b> Administrative jobs
	<b>Massage therapists</b> Beauty industry jobs
Preferred work location	<b>Mbombela / Nelspruit</b> Mpumalanga
	<b>Bushbuckridge</b> Mpumalanga

## Contacts and general information about me

Day of birth	1990-12-17 (34 years old)
Gender	Female
Residential location	<b>Bushbuckridge</b> Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2012.01 iki 2012.03**  
 Company name Project 20/20 Network  
 You were working at: Administrators  
 Occupation Administrative officer  
 What you did at this job position? typing letters, meeting minutes, signing visitors in and out

Working period **nuo 2018.02 iki 2022.05**  
 Company name Acorbush security services/ Blue lion security group  
 You were working at: Switchboard operator  
 Occupation Supervisor  
 What you did at this job position? Making sure all sites are covered and everyone is on duty

**Education**

Educational period **nuo 2019.05 iki 2022.05**  
 Degree Certificate  
 Educational institution NOSA  
 Educational qualification SAMTRAC  
 I could work Occupational health safety and environment

Educational period **nuo 2018.06 iki 2018.08**  
 Degree Certificate  
 Educational institution BOSBOK FIREARM institute  
 Educational qualification Knowledge of the firearm control act 60/2000  
 I could work handle and use of a handgun shotgun and a riffle

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
Sepedi	fluent	fluent	fluent
SiSwati	good	good	good
Setswana	very good	very good	good
Xitsonga	very good	very good	basic
Tshivenda	good	good	basic

**Computer knowledge**

Microsoft word, excel and powerpoint. Emails

**Recommendations**

Contact person	Mr. Dlamini TM
Occupation	Operations manager
Company	Acornbush Security Services
Telephone number	0714422789
Email address	thamidlamini@gmail.com

Contact person	Miss Maduna PL
Occupation	Manager
Company	Blue Lion Security Group
Telephone number	0820541416
Email address	pindilemaduna922@gmail.com

#### **Additional information**

Your hobbies	jogging, reading, nature exploring
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-12-00 (7 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month