



Lindelwa Kala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative jobs as i have studied office administration and obtained my level 4 qualification. I also have National N Diploma in Management Assistant im. Im willing to participate even if it's learnership or internship. I am loking for a position that will fully utilise my skills and offer career advancement and growth. I am a fast learner. I work well in a team and individually. I complete task within given time frame. I can work on weekends just to meet the deadline of the task given.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape

Contacts and general information about me

Day of birth	1988-08-13 (36 years old)
Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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 2019.09 iki 2021.12
Company name	Department of education
You were working at:	Data capturers
Occupation	Assustant clerk
What you did at this job position?	Filing, capturing data,answering phone calls, compiling fuel claims,liasing between circuit managers and school principals and managing the resources of the office

Education

Educational period **nuo 2013.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Ingwe Tvet Vollege
 Educational qualification Office administration
 I could work I could work at any work place as this qualification is very complex and is equivalent to grade 12

Educational period **nuo 2016.01 iki 2018.06**
 Degree Diploma
 Educational institution Ingwe Tvet college
 Educational qualification Management assistant
 I could work At any available job that my will meet the criteria of my qualification.

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good

Computer knowledge

Microsoft word
 Microsoft excel
 Powerpoint

Recommendations

Contact person Noluthando Njube
 Occupation Supervisor
 Company Department of education
 Telephone number 083 993 9693

Additional information

Salary you wish 8000 R per month
 How much do you earn now N/A R per month