



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 (35 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