



Unarina Mutshilangwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator.
Computerized jobs.
Office duties.
General worker.

Preferred work location	Louis Trichardt Limpopo
	Polokwane / Pietersburg Limpopo
	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng
	Thohoyandou Limpopo

Contacts and general information about me

Day of birth	1998-01-23 (26 years old)
Gender	Male
Residential location	Louis Trichardt Limpopo
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 2021.11 iki 2022.08
Company name	Masethe Primary
You were working at:	Training
Occupation	Administrator
What you did at this job position?	Handles office duties. Manage microsoft office apps, SASAMS,QMS,etc. Teach learners, clean classes, toilets and school as a whole. Teach teachers computing skills.

Education

Educational period **nuo 2012.01 iki 2016.12**
 Degree Grade 12 / Matric
 Educational institution Namadzavho secondary
 Educational qualification Barchwlor on commercial subject
 I could work Finance, Admin,etc and any Job available.

Educational period **nuo 2017.01 iki dabar**
 Degree Degree
 Educational institution University of Limpopo
 Educational qualification Bcom Accounting
 I could work financial sector.etc

Educational period **nuo 2019.02 iki 2020.12**
 Degree Certificate
 Educational institution University of Limpopo
 Educational qualification Computer course
 I could work Administration work, etc.

Educational period **nuo 2022.02 iki 2022.05**
 Degree Certificate
 Educational institution NEMISA
 Educational qualification Microsoft Office 365 suite
 I could work Admin work, office work, etc

Educational period **nuo 2022.09 iki 2022.10**
 Degree Certificate
 Educational institution Alison
 Educational qualification Hotel Revenue Management and customer service excellence
 I could work reception, front office work, etc

Languages

Language	Speaking level	Understanding level	Writing level
Tshivenda	fluent	fluent	fluent
English	very good	very good	very good
Xitsonga	good	good	basic
Sepedi	basic	good	do not know
Sesotho	basic		do not know
isiZulu	do not know	basic	do not know

Computer knowledge

Computer literate. Microsoft office suite, SASAMS, basics of opera PMS,etc

Recommendations

Contact person	Malatji W
Occupation	Principal
Company	Masethe Primary
Telephone number	+27645112838
Email address	malatjiw201@gmail.com

Additional information

Your hobbies	My hobbies are typing , reading , helping with community work. Learning new things etc.
Driver licenses	None
Salary you wish	5000 R per month