



# 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

*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 2021.11 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