



# 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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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