



# Eunice Chabalala

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I believe I am the best candidate for this position because I have direct experience in many areas. Ability to handle information confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal relations skills. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within human resource department. Knowledge of regulations and the legislative framework related to personal administration.

Preferred occupation                      Administrators  
Administrative jobs

Secretaries  
Administrative jobs

Filing clerk  
Administrative jobs

Data capturers  
Administrative jobs

Preferred work location                      Giyani  
Limpopo

Pretoria / Tshwane  
Gauteng

Johannesburg  
Gauteng

## Contacts and general information about me

Gender    Female

Residential location                              Pretoria / Tshwane  
Gauteng

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 2020.01 iki 2022.12**  
 Company name Dr George Mukhari Academic Hospital  
 You were working at: Secretaries  
 Occupation SECRETARY  
 What you did at this job position? HANDLE CONFIDENTIAL DOCUMENTS, HANDLE IN AND OUT CALLS, UPDATE DIRECTORS DIARY,ETC

Working period **nuo 2023.01 iki 2023.08**  
 Company name Dr George Mukhari Academic Hospital

**Education**

Educational period **nuo 2022.06 iki 2022.12**  
 Degree Certificate  
 Educational institution TSWHANE NORTH TVET COLLEGE  
 Educational qualification N6 MANAGEMENT ASSISTANT  
 I could work OFFICE ADMINISTRATION

Educational period **nuo 2017.01 iki 2020.03**  
 Degree Certificate  
 Educational institution TWHANE NORTH TVET COLLEGE  
 Educational qualification NQF LEVEL 4 OFFICE ADMINISTRATION  
 I could work OFFICE ADMINISTRATION

**Languages**

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
English	very good	very good	very good
Setswana	very good	good	good
Sepedi	very good	good	good
Tshivenda	good	good	good
isiZulu	very good	good	good

**Computer knowledge**

MICROSOFT OFFICE: WORD, EXCEL,POWERPOINT,ACCESS, OUTLOOK

**Recommendations**

Contact person	ABIGAIL RANNGU
Occupation	SUPERVISOR
Company	Dr George Mukhari Academic Hospital
Telephone number	012 529 3693
Email address	Abigail.Ranngu@gauteng.gov.za

#### **Additional information**

Your hobbies	SPORTS AND READING
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2009-00-00 (15 years)
Salary you wish	6000 R per month
How much do you earn now	3000 R per month