



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	<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 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