



# Portia Matshediso Mabele

Curriculum Vitae (CV)

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

I am a hard worker, passionate, consistent and disciplined

Preferred occupation Administrators  
Administrative jobs

Generals  
General jobs

Preferred work location Rustenburg  
North West

## Contacts and general information about me

Gender Female

Residential location Rustenburg  
North West

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 2021.12 iki 2022.08**

Company name Tshireletso Public School

Occupation Admin clerk

What you did at this job position? providing administrative support for teachers in terms of filing, accurate data capturing of student marks on the SA-SAMS system and attending to incoming telephone enquiries. Support school management and personnel with clerical and administrative tasks. Welcoming and directing visitors, coordinating meetings and appointments and office reception duties. REFERENCE: Mrs. Mokebe • School Principal • 072 498 2292

## Education

Educational period **nuo 2018.01 iki 2020.12**  
 Degree Diploma  
 Educational institution Central University of Technology  
 Educational qualification Office Management and Technology  
 I could work At the offices as clerk and office manager and general workers

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Certificate  
 Educational institution Goldfields TVET College  
 Educational qualification Level 4 office administration  
 I could work As administrator and receptionist

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
Sesotho	fluent	fluent	very good
Setswana	good	good	basic

**Computer knowledge**

Excel  
 Ms word  
 Power point

**Recommendations**

Contact person Mrs mokebe  
 Occupation Principal  
 Company Tshireletso Public School  
 Telephone number 0724982292

**Additional information**

Your hobbies Reading novels  
 Netball  
 Driver licenses None  
 Salary you wish 10000 R per month