



# Gcina Mahlangu

Curriculum Vitae (CV)

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

I have strong communication skills and interpersonal skills.

Great team player

I'm able to solve conflict in the workplace

Have strong attention to detail

I'm able to use internet and microsoft

I'm able to work under pressure with minimum supervision.

Preferred occupation                      Receptionist  
Administrative jobs

## Contacts and general information about me

Day of birth                                      1990-02-13 (34 years old)

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 2011.05 iki 2013.12**

Company name                                    DMMP Geomatics

You were working at:                            Project Planner

Occupation                                        Personal Assistant

What you did at this job position?        Manage the Director's Diary. Perform administrative tasks, prepare boardrooms for meetings, handle incoming and outgoing calls, Liaise with clients, order stationery, attend site briefings and submit invoices and quotations.

## Education

Educational period	<b>nuo 2007.01 iki 2007.12</b>
Degree	Grade 12 / Matric
Educational institution	Ngangelizwe Senior Secondary School
Educational qualification	Hospitality certificate
I could work	In a Hotel, Office environment, construction and logistics.

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	good	good
Sesotho	basic	basic	basic

### Computer knowledge

I can work with Microsoft Word, Excel and Presentation.  
Email and Internet.

### Recommendations

Contact person	Babalwa Mtakati
Occupation	Customer Service Supervisor
Company	DMMP Geomatics
Telephone number	0634282796
Email address	Gcina.tsitso@gmail.com

### Additional information

Driver licenses	None
Salary you wish	9000 R per month