



# Senyatje Mphahlele

Curriculum Vitae (CV)

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

The job I'm looking is any reception or office admin work. I'm outstanding and having experience/knowledge of the role played of the office where i learn and master office, where there supervisor and Top management they are impressed with the task i assist with them expercially computer processing, filling and photocopying answering call in the ethical way like compromising with client. If they don't understand or angry with the organisation i truly keep the image of the company in a objective way of the best they can assist their needs. I'm someone who is unique who willing to work extra time even it doesn't pay i love my job and it motivates me where a find my self that it give me strength where leaders and colleagues will be proud of my attitude down to earth problem solver. Dear leadership and members who i will be part of you, I'm defiantly ensure i will never let you down you will be proud of my profile present and you will see as someone who will never jeopardize you in the organisation/company or school etc.

Preferred occupation                      Filing clerk  
Administrative jobs

## Contacts and general information about me

Day of birth                                      1991-01-30 (33 years old)  
Gender    Male  
Residential location                              Limpopo  
Telephone number                                *Information is available only for registered users.*  
[Sign in](#)  
Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period                                    **nuo 2020.09 iki 2023.03**  
Company name                                    Mahlasedi Special School  
You were working at:                              Receptionists  
Occupation                                         School assistant  
What you did at this job position?            Photocoping fixing of copier machine/filling of educators, learners, staff and visitors of the gate/assistant parents sanitising and assit them who enquire about the school/ typing official letters/answering telephones

**Education**

Educational period	<b>nuo 2013.01 iki 2019.11</b>
Degree	Diploma
Educational institution	Ekurhuleni East College
Educational qualification	Management Assistant N6
I could work	Immediately

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	very good	good
Sepedi	very good	very good	very good

**Computer knowledge**

I'm very good in computer any microsoft I'm good with them including Excell, word,power point,team.

**Recommendations**

Contact person	Mafiri T.M
Occupation	Supervisor
Company	Mahlasedi Special School
Telephone number	0678552124/0834079672

**Additional information**

Your hobbies	Online Chess game Operating music (Dj)
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-10-00 (5 years)
Salary you wish	R8800 R per month
How much do you earn now	R2500 R per month