



Mhlali Scott

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an honest and hardworking person. I am looking for a Data capturer, Person Assistant, Receptionist or a Driver Job. Due to my Experience of being a Clerk assistant, I have gained much knowledge of using computers and doing admin duties, i gained and experience of being telephone etiquette. Given a chance, I would love to share my experience and showcase my skills for the greater good of the company. To any employer that would love to hire me, I am ready to work and and make a huge difference in the company.

I have a Driver's license that is over 5yrs and I have been a personal driver over 3yrs and my license is accident free.

Preferred occupation

Data capturers

Administrative jobs

Generals

General jobs

Jobs for students

Student jobs

Jobs abroad

Jobs abroad

Call Centre agent

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Car drivers

Driver jobs

Housekeepers

Labour jobs

Pickers, packers

Labour jobs

Aftercare assistant

Teaching jobs

Manufacturing jobs

Manufacturing jobs

	Kitchen staff Kitchen jobs
	Receptionists Hotel jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Port Elizabeth Eastern Cape
	Jeffreys Bay Eastern Cape
	Port Alfred Eastern Cape
	Johannesburg Gauteng
	Cape Town Western Cape
	Coffee Bay Eastern Cape
	Grahamstown Eastern Cape

Contacts and general information about me

Day of birth	1996-10-30 (27 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2020.12 iki 2021.04
Company name	UPPER MATANZIMA JSS
You were working at:	Teachers
Occupation	Clerk Assistant
What you did at this job position?	I was assisting the clerk with admin duties, taking telephone calls, Drafting meeting for the school principal, Data Capturing

Education

Educational period	nuo 2015.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Dalindyebo Senior Secondary school
Educational qualification	Matric
I could work	I could walk at any company.

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good

Computer knowledge

I am computer literate.
 I have Computer at NQF 4 level.
 I have 5 months post experience.

Recommendations

Contact person	Ms Same
Occupation	School Clerk
Company	UPPER MATANZIMA JSS
Telephone number	0730211416
Contact person	Ms Somdyala
Occupation	Deputy Principal
Company	UPPER MATANZIMA JSS
Telephone number	0826311210

Additional information

Your hobbies	Team Building Soccer Sport Communication
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-10-00 (6 years)
Salary you wish	R4500 R per month
How much do you earn now	R0 R per month