



Reuben Malan

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a good worker who can accomplish any task given to me. I have a incomplete HR and Payroll studies.

I have intermediate skill in typing and Microsoft applications.

Preferred occupation	Generals General jobs
	Car drivers Driver jobs
	Call Centre agent Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

Contacts and general information about me

Gender	Male
Residential location	East Rand 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 2021.07 iki 2022.03
Company name	Geluksdal Primere Skool
You were working at:	Generals
Occupation	General Assistant
What you did at this job position?	Assist all school personnel from general worker to teachers and administration

Education

Educational period	nuo 2017.01 iki 2017.11
Degree	Grade 12 / Matric
Educational institution	Brakpan High School
Educational qualification	National Senior Certificate
I could work	any office or general worker jobs

Languages

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

Computer knowledge

Have a 25 to 30 word per minute typing speed.

Basic to intermediate Microsoft Word, Excel and PowerPoint.

Recommendations

Contact person	Mrs Mbaco or Mrs Manual
Occupation	General Assistant
Company	Geluksdal Pimere Skoll
Telephone number	0117381603
Email address	geluksdalpd@gmail.com

Additional information

Your hobbies	Reading Writing Learning basic Computer Skills Fixing simple appliance problems
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-07-00 (3 years)
Salary you wish	6500 R per month
How much do you earn now	2500 R per month