



Maditshaba Paulina Mahlangu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm really open to any job right now because I do need to make an income, however I worked as an administrator.I'm trying to gain more experience in an office environment,I'm open to various entry level office jobs where I can gain the experience I'm looking for.

I am looking for a position where a positive learning environment,teamwork,hard work and a willingness to do whatever it takes to get the job done is required.I do both my best work and learn the most.

Preferred occupation	Engineers Engineering jobs
	Computer operator IT, computing jobs
	Data capturers Administrative jobs
	Receptionists Hotel jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	East Rand Gauteng
	West Rand Gauteng

Contacts and general information about me

Day of birth	2001-08-10 (23 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.01 iki 2022.12
Company name	Bridgeetie Jewels
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Managing office equipment, receiving and directing visitors

Education

Educational period	nuo 2022.11 iki 2022.11
Degree	Certificate
Educational institution	International economic cooperation centre of fujian
Educational qualification	Clothing and garment design manufacturing

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

- Typing(Writing a document)
- Powering a computer on and off
- Keyboard commands
- Creating presentations

Additional information

Your hobbies	- Volunteering - Travelling - Reading
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R2000 R per month