



Mihlali Makuba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Highly organized and detail oriented. Team leader who maintains a positive attitude while tackling deadlines. Quality focused, committed to approaching administrative tasks with tenacity and attention to detail. Driven to surpass company goals while thriving in deadline driven environment. Strong communication skills and people centered. Accountable and honest.

Preferred occupation	Banking Finance jobs
	Generals General jobs
	Housekeeper Hotel jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	2002-09-24 (22 years old)
Gender	Female
Residential location	Port Elizabeth 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 2022.12 iki 2023.01
Company name	Efie's Hair Salon
You were working at:	Housekeeper
Occupation	Receptionist
What you did at this job position?	I was helping with administrative work.

Education

Educational period **nuo 2021.07 iki 2022.11**
 Degree Certificate
 Educational institution PE TVET COLLEGE
 Educational qualification FINANCIAL MANAGEMENT
 I could work Yes.

Educational period **nuo 2015.01 iki 2019.12**
 Degree Grade 12 / Matric
 Educational institution MASIPHATHISANE SENIOR SECONDARY SCHOOL
 Educational qualification Matric
 I could work Yes

Languages

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

Computer knowledge

Intermediate knowledge of Microsoft Word,Sage Pastel and Microsoft Excel.

Conferences, seminars

N/A

Recommendations

Contact person Mrs Fini
 Occupation Personal Assistant
 Company New Law Court
 Telephone number (073) 572-1756

Additional information

Your hobbies Jogging-I like starting my run in the evening before sunset,this makes feel energized for the following day.
 Reading -I like to listen to jazz,pop music when I go for my run . I listen to Gospel music to have the connection I need with God.

Driver licenses None

Salary you wish R5000 R per month

How much do you earn now R1000 R per month