



# Mahlodi Judith Mankge

Curriculum Vitae (CV)

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

I'm a disabled individual with pessimistic attitude towards my life and my career, however my disability did not prevent me to perusing my career as an Management Assistant. I can work both individually and team work despite my disability condition. I was exposed to working environment heading a position as an Student Support Officer, which equipped myself how to handle pressure while dealing with bursaries applications, bursaries payments and student stipend. My skills and knowledge gained can put to in good at your organization in return helping your organization to excel in it department

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1987-12-18 (36 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2023.06 iki dabar</b>
Company name	Motlokwa Accountant
You were working at:	Administrators
Occupation	Clerk
What you did at this job position?	Administration

Working period **nuo 2021.05 iki 2022.10**  
 Company name Sekhukhune TVET College  
 You were working at: Administrators  
 Occupation Clerk  
 What you did at this job position? Administration

Working period **nuo 2020.12 iki 2021.04**  
 Company name Thabong primary school  
 You were working at: Training  
 Occupation Educational assistance  
 What you did at this job position? Assistant teachers

Working period **nuo 2018.01 iki 2018.12**  
 Company name Sekhukhune TVET College  
 You were working at: Data capturers  
 Occupation Administration  
 What you did at this job position? Capturing, typing

**Education**

Educational period **nuo 2019.01 iki 2020.10**  
 Degree Diploma  
 Educational institution Sekhukhune TVET College  
 Educational qualification Management Assistance  
 I could work Clerk, Administrator, PA, receptionist, office Administrator

Educational period **nuo 2014.01 iki 2016.12**  
 Degree Certificate  
 Educational institution Sekhukhune TVET College  
 Educational qualification Office Administrator  
 I could work Office Administrator, Clerk, PA, receptionist

**Languages**

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

Email (mail merge, filters, folders, rules)

Presentations/Slideshows (Powerpoint, Google Slides, OpenOffice Impress, Tableau)

More items... •

MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)

### Recommendations

Google Drive (Docs, Sheets, Slides, Forms)

Contact person Tjabadi SK

Spreadsheets (Excel, Google Sheets, OpenOffice Calc) ...  
Occupation Educational specialist

Company Sekhukhune TVET College

Telephone number 013 269 0020

Email address sbovu1@gmail.com

Contact person Mr Mohlala V

Occupation Manager

Company Motlokwa Accountant

Telephone number 0713142099

Email address vinncecafe@gmail.com

### Additional information

Your hobbies Reading, listening to music, socializing

Driver licenses None

Salary you wish 8000 R per month

How much do you earn now 6000 R per month