



# Maria Sibongile Loate

Curriculum Vitae (CV)

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

I'm currently working as a cleaner and messenger for 12 years now .. graduated for office administration skill course last year..I'm looking for work that I can learn and grow academically as well

Preferred occupation

Data capturers  
Administrative jobs

Filing clerk  
Administrative jobs

Administrators  
Administrative jobs

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1978-09-12 (46 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2011.10 iki dabar</b>   |
| Company name                       | Prinsloo and Venter  |
| You were working at:               | Agents   |
| Occupation                         | Cleaner and messenger  |
| What you did at this job position? | Cleaning and being a messenger also assisting admins with whatever they need |

## Education

|                           |                                    |
|---------------------------|------------------------------------|
| Educational period        | <b>nuo 2022.01 iki 2022.10</b>     |
| Degree                    | Certificate                        |
| Educational institution   | Avuxeni computer accademy          |
| Educational qualification | Office administration skill course |
| I could work              | As an admin assistant              |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |
| Setswana | fluent         | very good           | fluent        |

### Computer knowledge

Microsoft, Excel, PowerPoint presentation

### Recommendations

|                  |                     |
|------------------|---------------------|
| Contact person   | Mitchell walker     |
| Occupation       | Admin               |
| Company          | Prinsloo and Venter |
| Telephone number | 0762157069          |
| Email address    | michele@pvma.co.za  |

|                  |                     |
|------------------|---------------------|
| Contact person   | Neels Hatting       |
| Occupation       | CEO                 |
| Company          | Prinsloo and Venter |
| Telephone number | 0824587477          |

### Additional information

|                          |                                |
|--------------------------|--------------------------------|
| Your hobbies             | .Reading<br>Studying<br>Baking |
| Driver licenses          | None                           |
| Salary you wish          | 9500 R per month               |
| How much do you earn now | 4400 R per month               |