



# Amy Mhlanga

Curriculum Vitae (CV)

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

To whom it may concern

I hereby forward my curriculum vitae

I wish to apply for the position available at your organisation I am confident that I have skills and experience to professionally fulfil the position.

I am eager to enhance and refine my personal development within the organisation and take on the challenges that might lie ahead.

Given the opportunity I will perform my duties dedication and loyalty, it is my aim to make and be part of a successful team that is directly involved in making the organisation a success.

I hope my application will receive your favourable consideration.

Thank you

Regards

Mhlanga Amy

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Ermelo  
Mpumalanga

## Contacts and general information about me

Day of birth                                      1997-12-30 (26 years old)

Gender    Female

Residential location                              Ermelo  
Mpumalanga

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period **nuo 2022.01 iki 2022.12**  
Company name Sibusiso Combined School  
You were working at: Administrators  
Occupation Admin clerk (volunteer)  
What you did at this job position? Rendering administration support. Conduct information retrieval, Data capturing using excel and Microsoft word.

Working period **nuo 2023.06 iki 2023.12**  
Company name Gert Sibande Tvet College  
You were working at: HR intern  
Occupation Office administrator  
What you did at this job position? Performing data entry, Managing files, Assisting manager on different tasks, Answering phone calls, Drafting emails

Working period **nuo 2019.01 iki 2019.12**  
Company name Masefane trading  
You were working at: Personal assistant  
Occupation Personal assistant  
What you did at this job position? Maintaining reception area, Answering phone calls and taking messages, help with daily management and draft emails and letters.

## Education

Educational period **nuo 2018.01 iki 2021.11**  
Degree Certificate  
Educational institution Gert Sibande Tvet College  
Educational qualification National Certificate (Vocational)

Educational period **nuo 2017.01 iki 2017.11**  
Degree Grade 12 / Matric  
Educational institution Takheni secondary school  
Educational qualification Grade 12

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
SiSwati	fluent	fluent	fluent

## Computer knowledge

**Recommendations**

Contact person	Mr Ngomane D.T
Occupation	Principal
Company	Sibusiso Combined School
Telephone number	0827346358
Contact person	Mr Vilakazi L.R
Occupation	Teacher
Company	Sibusiso Combined School
Telephone number	0723644003
Contact person	Mr Magagula M
Occupation	Project manager
Company	Masefane Trading
Telephone number	0618812253

**Additional information**

Your hobbies	Reading books
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R5000 R per month