



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.

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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 |