



Trudy Mabena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for legal secretary, Receptionist, Administration, Debt collector since I have experience and good with my work. I delegate efforts to every work I do. I am good with following instructions provided to me. I avoid negative sources around me in order to focus.

Preferred occupation	Secretaries Administrative jobs
	Debt collector Administrative jobs
	Legal secretary Law, legal jobs
	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	Witbank Mpumalanga

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2020.10 iki 2023.11
Company name	KE MODIBA ATTORNEYS
You were working at:	Secretaries
Occupation	Legal Secretary
What you did at this job position?	Debt collection, Administration Road Accident Funds claims, Medico-legal appointments arrangements, Drafting legal documents, Consultation with clients and Filing.

Education

Educational period	nuo 2019.01 iki 2019.12
Degree	Certificate
Educational institution	Tshwane North Tvet College
Educational qualification	Legal Secretary N5
I could work	Immediately

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiNdebele	fluent	very good	do not know
Sepedi	very good	very good	very good

Computer knowledge

Excel
 Microsoft Word
 Power point
 Caselines
 Court online

Recommendations

Contact person	Moshibudi Doubada
Occupation	Office manager
Company	KE MODIBA ATTORNEYS
Telephone number	0658903240
Email address	Shibu@kmodibaattorneys.co.za

Additional information

Driver licenses	None
Salary you wish	R 10 000.00 R per month
How much do you earn now	R 4 200.00 R per month