



# Patricia Gugu Masilela

Curriculum Vitae (CV)

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

I am looking an administrative jobs or human resources jobs.I can make an effective contribution to your company and together will reach high and effective goals.

I am reliable honest person easy to work with. A hard worker who is discipline, willing to learn.

I am looking for an opportunity where i can acquire my skills, I am a graduate from Nelson Mandela Metropolitan University with a Human Resource Management diploma, and hope to put this to use in the field HR or related jobs. I believe that my knowledge and skills like computer, communication skills,organising skill and having experience in admin duties can add more value to the position that I would be responsible to do

Preferred occupation

Filing clerk  
Administrative jobs

Sales administartor  
Sales jobs

Generals  
General jobs

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1982-01-10 (42 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 2021.01 iki 2023.04</b>   |
| Company name                       | Kopano Brickworks  |
| You were working at:               | Salesperson  |
| Occupation                         | Intern Sales administrator   |
| What you did at this job position? | 1Assist customers as needed.2 Answering calls,and returning emails and massages. 3 filling paperwork 4 manage points of sales 5 track record of achieving sales quotes |

**Education**

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2003.02 iki 2007.04</b>         |
| Degree                    | Diploma                                |
| Educational institution   | Nelson Mandela Metropolitan university |
| Educational qualification | ND in human resources management       |
| I could work              | Yes                                    |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | very good             | very good                  | very good            |
| isiZulu         | very good             | very good                  | very good            |
| isiXhosa        | basic                 | good                       | basic                |
| Sepedi          | good                  | good                       | basic                |

**Computer knowledge**

Ms Word  
Excel  
Power point  
Access  
Internet

**Recommendations**

|                  |                           |
|------------------|---------------------------|
| Contact person   | Ms Thato Matlou           |
| Occupation       | Sales administrator       |
| Company          | Kopano Brickworks         |
| Telephone number | 0714910167                |
| Email address    | Thatom@kopanobricks.co.za |
| Contact person   | Ms Maggie Mokale          |
| Occupation       | Senior HR generalist      |
| Company          | Assmang Khumani mine      |
| Telephone number | 0718919325                |
| Email address    | maggie.mokale@gmal.com    |

**Additional information**

|                          |                                |
|--------------------------|--------------------------------|
| Driver licenses          | B Light Vehicle $\leq$ 3,500kg |
| Driver license from      | 2011-09-00 (12 years)          |
| Salary you wish          | 20.000 R per month             |
| How much do you earn now | 0.00 R per month               |

