



# 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 (43 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <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 ≤ 3,500kg
Driver license from	2011-09-00 (13 years)
Salary you wish	20.000 R per month
How much do you earn now	0.00 R per month

