



# Velacia Mmala

Curriculum Vitae (CV)

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

Office Admin. I have 4 years experience in office Admin.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Lebowakgomo Limpopo

## Contacts and general information about me

Day of birth	1996-06-14 (28 years old)
Gender	Female
Residential location	Lebowakgomo Limpopo
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 2017.01 iki 2019.01</b>
Company name	Mogale Wa Bagale Technical High School
You were working at:	Administrators
Occupation	Admin Clerk
What you did at this job position?	Contract ended
Working period	<b>nuo 2020.12 iki 2021.04</b>
Company name	Motshana Primary School
You were working at:	Administrators
Occupation	Admin Clerk
What you did at this job position?	Contract ended

Working period **nuo 2021.05 iki 2021.10**  
 Company name Ikhwezi Lokuza Primary School  
 You were working at: Cleaners  
 Occupation General worker  
 What you did at this job position? Contract ended

Working period **nuo 2021.11 iki 2022.08**  
 Company name Kanama Secondary School  
 You were working at: Administrators  
 Occupation Admin Clerk  
 What you did at this job position? Contract ended

**Education**

Educational period **nuo 2010.01 iki 2014.12**  
 Degree Diploma  
 Educational period **nuo 2015.01 iki 2016.07**  
 Degree Diploma

**Languages**

Language	Speaking level	Understanding level	Writing level
Sepedi	very good	very good	very good
English	very good	very good	very good

**Computer knowledge**

Microsoft Word  
 Microsoft Excell

**Recommendations**

Contact person Mr Mashego C.P  
 Occupation Admin Clerk  
 Company Mogale Wa Bagale Technical High School  
 Telephone number 078 185 9718  
 Contact person Mr Fenyane N.O  
 Occupation Principal  
 Company Motshana Primary School  
 Telephone number 0760826025

Contact person	Mrs Banda
Occupation	Principal
Company	Kanama Secondary School
Telephone number	061 507 3916

#### **Additional information**

Your hobbies	Music
Driver licenses	None
Salary you wish	R7000.00 R per month
How much do you earn now	00.00 R per month