



Azola Mswelanto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am seeking for a work where my experience can not only improve the status of the organization but also automate the working process to the best possible one. I am willing to occupy in any department as long it will help me expose and advance my career

Preferred occupation	Administrative jobs Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2021.02 iki dabar
Company name	Shell ultra city garage
You were working at:	Administrators
Occupation	Admin assistant
What you did at this job position?	Keeping well organized files and records of business activities

Education

Degree	Degree
Educational institution	Walter Sisulu University
Educational qualification	Advanced Diploma in Public management

Languages

Language	Speaking level	Understanding level	Writing level
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English	good	very good	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	good	very good	very good

Recommendations

Contact person	Chuma Yalezo
Occupation	Manager
Company	Shell ultra city garage
Telephone number	0632484114
Email address	Chuma.yalezo@gmail.com

Additional information

Salary you wish	R7000,00 R per month
How much do you earn now	R6500,00 R per month