



Rinah Matete Malaza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist position any Position that is related with Office work.

Because i am a qualified Management Assistant

Preferred occupation Receptionist
Administrative jobs

Preferred work location Middelburg
Mpumalanga

Contacts and general information about me

Day of birth 1996-12-31 (27 years old)

Gender Female

Residential location Embalenhle
Mpumalanga

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2022.07 iki 2023.12**

Company name Department of education Circuit Office

You were working at: Administrators

Occupation Admin Clerk

What you did at this job position? Admin duties

Education

Educational period **nuo 2011.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution Kusasalethu high school

Educational qualification National Senior Certificate

I could work Yes

Educational period **nuo 2016.01 iki 2018.12**
 Degree Certificate
 Educational institution Gert Sibande Tvet College
 Educational qualification Office Administration Level 2-4
 I could work Yes

Educational period **nuo 2019.01 iki 2020.06**
 Degree Certificate
 Educational institution Gert Sibande Tvet College
 Educational qualification Management Assistant N4-N6
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	good	good	basic
Sepedi	good	good	good

Computer knowledge

Microsoft word
 Microsoft Excel
 PowerPoint
 Micro outlook

Conferences, seminars

N/A

Recommendations

Contact person Mrs Nkambule NP
 Occupation Chief Admin Clerk
 Company Department of education Circuit Office
 Telephone number 0733963219
 Email address rinahmatete@gmail.com

Additional information

Your hobbies None
 Driver licenses None
 Salary you wish R7 000.00 R per month
 How much do you earn now R3 000.00 R per month