

# 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.

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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