



Samkelisiwe Promise Mhlanga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Personal Assistant. I'm a reliable individual who is able to deliver required results with no supervision. I can initiate solutions whenever facing challenges. I have outstanding communication skills that enable me to seamlessly liaise with internal and external stakeholders.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1979-04-22 (45 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2016.01 iki 2022.03
Company name	South African Insurance Association
You were working at:	Secretaries
Occupation	Senior Forums Secretariat
What you did at this job position?	General Secretarial duties, Diary management, attending meetings and providing feedback, events management

Education

Educational period	nuo 2020.06 iki 2021.10
Degree	Certificate
Educational institution	Stadio
Educational qualification	Higher Certificate in Paralegal

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Setswana	very good	very good	basic

Computer knowledge

Ms Outlook, Word, Excel, PowerPoint and SharePoint.

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	40000 R per month
How much do you earn now	37200 R per month