



# 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> <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 2016.01 iki 2022.03</b>
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	<b>nuo 2020.06 iki 2021.10</b>
Degree	Certificate
Educational institution	Stadio
Educational qualification	Higher Certificate in Paralegal

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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