



Dina Malemela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for a job that challenges me and allows me to grow professionally, a position where I can use my skills to make an impact that I can see with my own eyes.

I am a organised person, i like to know what i am doing for the day or for the week by doing so i can organise my time and work better.

Preferred occupation	Personal assistant Administrative jobs
	Front Desk Agent Administrative jobs
	Receptionist Administrative jobs
	Data capturers Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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 2020.09 iki 2022.12
Company name	Elmarie Bierman Attorneys
You were working at:	Administrators
Occupation	Office assistant
What you did at this job position?	Provide general office support for litigation attorneys, maintain and organize files, photocopy, maintain calendars, Drafting documents, diarize appointments as well as answering of phone calls and contributing to fact-checking and compiling case evidence and communicating with court employees to confirm court dates and responses.

Education

Educational period	nuo 2015.08 iki 2016.09
Degree	Certificate
Educational institution	ATTI
Educational qualification	IT tech-support
I could work	Installs, modifies, and makes minor repairs to computer hardware and software systems.

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	very good	very good	very good

Computer knowledge

Microsoft Office, Lexpro, Email communication,

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	9-10k R per month
How much do you earn now	0k R per month