



# George Mqotho Mashiya

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am excited to present my qualifications and highlight the positive attributes I bring to the table. With a robust background in administrative tasks coupled with a passion for organizational efficiency and excellence, I am confident in my ability to excel in this role.

First and foremost, my experience in various administrative roles has equipped me with a diverse skill set that aligns perfectly with the demands of the position. From managing schedules and coordinating meetings to handling correspondence and overseeing office operations, I have demonstrated proficiency in a wide range of tasks essential for effective administrative management.

In my academic journey, I acquired comprehensive knowledge in IT, covering areas such as systems analysis, database management, and network administration. This educational background has equipped me with a unique skill set that I believe aligns perfectly with the requirements of an administrative role in your esteemed company.

Throughout my education, I have honed my communication and interpersonal skills, collaborating with diverse teams on projects that demanded effective coordination and teamwork. I am confident that my ability to adapt to evolving situations, coupled with my problem-solving mindset, makes me an ideal candidate for a role where multitasking and efficiency are paramount. In my previous roles, I have successfully managed administrative responsibilities, such as handling correspondence, scheduling meetings, and maintaining organized filing systems.

I am excited about the opportunity to bring my technical expertise, organizational skills, and proactive approach. I am confident that my background and commitment to excellence make me an excellent fit for the Administrative Assistant position. I look forward to the possibility of discussing how my skills and experiences align with your company's needs in greater detail. Thank you for considering my application.

Preferred occupation

Administrators  
Administrative jobs

Preferred work location Welkom  
Free State

### Contacts and general information about me

Day of birth 1998-08-25 (26 years old)  
Gender Male  
Residential location Other Free State  
Free State  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[Sign in](#)

### Education

Educational period **nuo 2013.01 iki 2018.12**  
Degree Grade 12 / Matric  
Educational institution Mosala Secondary School  
  
Educational period **nuo 2019.01 iki 2023.12**  
Degree Diploma  
Educational institution Central University Of Technology  
Educational qualification Diploma in Information Technology

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | fluent              | very good     |
| Sesotho  | very good      | fluent              | good          |

### Computer knowledge

My technical proficiency extends to various software applications, including Microsoft Office Suite, project management tools, and database systems. I am adept at streamlining workflows, managing information effectively, and utilizing technology to enhance overall efficiency. These skills are complemented by my keen attention to detail, organizational abilities, and commitment to maintaining a high standard of professionalism in all tasks. I acquired comprehensive knowledge in IT, covering areas such as systems analysis, database management, and network administration.

### Recommendations

Contact person Tolo Bella  
Occupation Mentor  
Telephone number 0837283468  
Email address tolobella1@gmail.com

|                  |                      |
|------------------|----------------------|
| Contact person   | Sizwe Mohaone        |
| Occupation       | Mentor               |
| Telephone number | 0822358781           |
| Email address    | sizwesouth@gmail.com |

#### **Additional information**

|                 |   |
|-----------------|---|
| Your hobbies    | Playing Soccer<br>Listening to music<br>Traveling |
| Salary you wish | 6600 R per month                                  |