



# Linah Maria Matlala

Curriculum Vitae (CV)

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

I AM LOOKING FOR ADMINISTRATION JOBS AND ALSO LOGISTICS JOB. I WANT TO GROW MY SKILLS IN TERM OF THE QUALIFICATIONS I CHOOSE. I BELIEVE MY PAST WORKING EXPERIENCE AND EDUCATION WILL MAKE ME A COMPETITIVE CANDIDATE FOR THIS COMPANY. YOU WILL FIND ME TO BE WELL-SPOKEN, HARDWORKING, ENERGETIC, CONFIDENT, AND PERSONABLE. THE TYPE OF PERSON ON WHOM YOUR CLIENTS AND FELLOW COLLEAGUES WILL RELY ON. I ALSO HAVE EXPERIENCE OF THE TYPE THAT GIVE YOU THE VERSATILITY TO PLACE ME IN A NUMBER OF CONTEXTS WITH CONFIDENCE THAT THE LEVEL OF EXCELLENCE YOU EXPECT WILL BE MET.

Preferred occupation	Buyer Administrative jobs
Preferred work location	Middelburg Mpumalanga  Lephalale / Ellisras Limpopo

## Contacts and general information about me

Day of birth	1990-12-26 (33 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
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 2022.04 iki 2023.04</b>
Company name	PM CONNECTION SERVICES
You were working at:	Filing clerk
Occupation	EXPERIENTIAL LERANER
What you did at this job position?	ASSITING A PAYROLL CLERK WITH HER DUTIES

## Education

Educational period	<b>nuo 2010.01 iki 2012.12</b>
Degree	Diploma
Educational institution	VAAL UNIVERSITY OF TECHNOLOGY
Educational qualification	LOGISTICS
I could work	BUYER, LOGISTICS CLERK, PROCUREMENT

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

**Computer knowledge**

I HAVE KNOWLEDGE AND ABILITY TO USE VARIOUS DIGITAL TOOLS AND TECHNOLOGIES TO COMPLETE JOB TASKS EFFICIENTLY AND EFFECTIVELY. KEYBOARDING SKILLS, USING WEB BROWSER,WORKING WITH MICROSOFT OFFICE.USING THE INTERNET FOR RESEARCH,EMAIL COMMUNICATION,

**Recommendations**

Contact person	THANDI LETSOALO
Occupation	HR PERSONNEL
Company	DEPARTMENT OF HEALTH
Telephone number	0796115119
Email address	tletsoalo33@gmail.com

Contact person	LIZETTE MATLOU
Occupation	SNR PROCUREMENT ADMINSTRATOR
Company	DEPARTMENT OF PUBLIC WORKS
Telephone number	014 718 030

**Additional information**

Your hobbies	READING, EXERCISE AND COOKING
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-11-00 (10 years)
Salary you wish	R 30.000 R per month
How much do you earn now	R 15.000 R per month