



Nompumelelo Mahlangu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have recently finished my N6 certificate in Management Assistant so I'm looking for a job where I can learn and grow. I'm a fast learner, and I'm always willing to take on new challenges. I'm also a hard worker, and I'm dedicated to doing my best. I'm eager to learn and I know I can be a valuable asset to your team.

Preferred occupation	Receptionist Administrative jobs
	Front Desk Agent Administrative jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	2000-08-02 (24 years old)
Gender	Female
Residential location	East Rand 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

Education

Educational period	nuo 2022.01 iki 2023.12
Degree	Certificate
Educational institution	Ekhuruleni east tvet college
Educational qualification	Management assistant
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

Microsoft excel

Microsoft Word

Recommendations

Contact person	Joseph Nhlapo
Occupation	Manager
Company	Joe mando interprise
Telephone number	0781725871
Email address	Josephnhlapo23@gmail.com

Additional information

Your hobbies	My hobbies include reading, playing sports, and volunteering at my local internet cafe . Reading helps me expand my knowledge and improve my communication skills. Playing sports helps me stay active and healthy. And volunteering at the internet cafe helps me make a difference in my community and gives me a sense of purpose. These hobbies show that I'm a well-rounded individual with varied interests.
Driver licenses	None