



Pabalelo Matlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General and office admin work

I have passed my matric with bachelor's degree and I also have N6 in financial management. I would like to work in a workplace where I can utilize my finance skills and in a workplace where I can learn more about handwork/hard labour as I already have experience in a handwork/hard labour..

I have skills in Microsoft office and word, Microsoft Excel, sage pastel and payroll. I also have skill in operating a manual grinder as I was working as a grinder operator in a ferrous and non-ferrous metal and aluminium scrap

Preferred occupation

Generals

General jobs

Accountants

Finance jobs

Finance officer

Finance jobs

Debtors clerk

Finance jobs

Agents

Sales jobs

Sales consultant

Sales jobs

Sales person

Sales jobs

Sales representative

Sales jobs

Government jobs

Government jobs

Store person

Retail, store jobs

Pickers, packers

Labour jobs

Labourers

Labour jobs

Debtors clerk

Administrative jobs

Call Centre agent
Administrative jobs

Personal assistant
Administrative jobs

Filing clerk
Administrative jobs

Secretaries
Administrative jobs

Administrators
Administrative jobs

Miners
Mining jobs

Preferred work location

Lydenburg
Mpumalanga

Johannesburg
Gauteng

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

Delmas
Mpumalanga

Ekangala
Mpumalanga

Polokwane / Pietersburg
Limpopo

Witbank
Mpumalanga

Contacts and general information about me

Day of birth	2000-07-27 (23 years old)
Gender	Male
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

Work experience

Working period **nuo 2021.08 iki 2023.09**
 Company name Donald's ferrous and non-ferrous metal scrap
 You were working at: Grinder
 Occupation Grinder operator
 What you did at this job position? Stripping ferrous and non-ferrous metal and aluminium scrap components

Working period **nuo 2023.10 iki 2023.12**
 Company name Caracal engineering
 You were working at: Other jobs
 Occupation General worker
 What you did at this job position? Mounting of solar/modules structure and installing solars/modules

Education

Educational period **nuo 2014.01 iki 2019.12**
 Degree Grade 12 / Matric
 Educational institution Ngwanamala Secondary School
 Educational qualification NSC
 I could work General work,hard labour and office work

Educational period **nuo 2021.07 iki 2022.12**
 Degree Certificate
 Educational institution Ekurhuleni east tvet college
 Educational qualification Financial management
 I could work General work,hard labour and office work

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	very good	very good	very good
Sesotho	good	good	good

Computer knowledge

Microsoft office
 Microsoft word
 Sage pastel
 Payroll

Additional information

Your hobbies

Singing
Reading
Gaming
Listening to music, preferably gospel,soulful deep house,reggae and afro pop..

Driver licenses

None

Salary you wish

6000-20000 R per month