



# 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 (24 years old)
Gender	Male
Residential location	East Rand Gauteng
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 **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