



Vulikhaya Obedian Mdladlamba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for being a receptionist or administrator or personal assistant.

I think this jobs are a good fit for what I've been doing and enjoying throughout my career and I feel like I am ready to take on more responsibility.

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| | Government jobs Government jobs |
| Preferred work location | Potchefstroom North West |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1995-11-29 (29 years old) |
| Gender | Male |
| Residential location | Klerksdorp North West |
| 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 2020.01 iki 2023.12 |
| Company name | Zamukulunga primary school |
| You were working at: | Administrators |
| Occupation | Receptionist |
| What you did at this job position? | Data capturing (SA-SAMS), bookkeeping, administration, maintaining and retrieve files, switchboard, etc. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2018.01 iki 2019.06 |
| Degree | Diploma |
| Educational institution | Vuselela TVET college |
| Educational qualification | Management Assistant |
| I could work | Yes |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | good |

Computer knowledge

MS Word, MS Excel, MS Access.

Recommendations

| | |
|------------------|------------------------------|
| Contact person | 0783572183 |
| Occupation | Clerk |
| Company | Zamukulunga primary school |
| Telephone number | 0185000207 |
| Email address | zamukulungapschool@gmail.com |

Additional information

| | |
|--------------------------|-------------------|
| Your hobbies | I am a Chorister |
| Driver licenses | None |
| Salary you wish | 20000 R per month |
| How much do you earn now | None R per month |