



Mukhethwa Mulaudzi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to you to inquire about any possible Office related opportunities within your company. per my resume I have 3 years of Office Administrator/ Admin Clerk experience. I also have a N6 certificate of Management Assistant.

I am seeking for a temporary or permanent position. I am a very passionate and highly dedicated person who is always willing to learn something new and do my best in every task given to me. I have an ability to work under pressure and also under supervision of my seniors, I adapt easily in a new environment and working within a team is one of my abilities.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1997-01-16 (27 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 2023.09 iki dabar
Company name	Gauteng Department of Education (District)
You were working at:	Personal assistant
Occupation	Personal Assistant
What you did at this job position?	Duties and responsibilities: 1 Welcoming visitors 2. Handling phone calls 3. Sending emails 4. Scheduling appointments for the manager 5.Capturing SBA stats received from schools 6.Organising weekly reports, weekly plan and log sheets for ECD and CLI 7.Communicating with schools on behalf of the manager.

Working period **nuo 2019.02 iki 2021.12**

Company name Sazakhela Primary School

You were working at: Administrators

Occupation Office Administrator (Intern)

What you did at this job position? making calls, welcoming visitors, sending emails, operating photocopying machines, laminating, capturing school data on SAMS. Making report cards for learners and also helping Deputy Principal with paper work and other activities.

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
Tshivenda	fluent	fluent	fluent
isiZulu	very good	very good	basic
Sepedi	very good	very good	basic
Xitsonga	good	good	basic

Computer knowledge

Microsoft Office
Photoshop

Recommendations

Contact person Mrs P. Nonkonyana

Occupation Principal

Company Sazakhela Primary School

Telephone number 083 437 7593

Email address Pertu.lebo@gmail.com

Contact person Mr M. Simelane

Occupation DCES

Company Gauteng East District DBE

Telephone number 082 600 8008

Email address Nicol.simelane@gauteng.gov.za

Additional information

Your hobbies Soccer
Gym

Driver licenses None

Salary you wish 9000 R per month

How much do you earn now 4770 R per month