



Adivhaho Raphalalani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly driven young woman looking for any general job or any sales job. I have n6 in public management i can work as receptionist,, personal assistant, public relations services, finance and general administration and also maintaining and sorting document.I consider myself a reliable, hardworking, dedicated and goal driven. I keep attending to detail and I want to use my skills to help the organization increase profitability.I also believe in growth and given an opportunity I will use it to grow within organization. I am willing to work hard and I have good communication skills.

Preferred occupation	Generals General jobs
	Sales agent Sales jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg 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 2022.10 iki 2022.10
Company name	Tshilidzi hospital
You were working at:	Data capturers
Occupation	Data collector
What you did at this job position?	Collecting data from patients

Education

Educational period	nuo 2021.07 iki 2023.06
Degree	Certificate
Educational institution	Vhembe tvet college
Educational qualification	Public management
I could work	Receptionist, effective use of telephone, personal assistant, typing and filling, monitoring and evaluation, sorting and maintaining document, public relations services, updating document, provisioning, finance and general administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Tshivenda	fluent	fluent	fluent

Computer knowledge

Microsoft word
 Microsoft Excel
 Microsoft Outlook
 Microsoft presentation

Conferences, seminars

None

Additional information

Your hobbies	Reading Filling and typing
Driver licenses	None
Salary you wish	3000 R per month
How much do you earn now	1700 R per month