



Abongile Precious Mbatha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Administrative work or anything regarding my qualifications, I'm a qualified Management Assistant. I am good in communicating and working well with people. I am a team player and I can work well under pressure.

Contacts and general information about me

Gender	Female
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 2020.09
Company name	Northern Cape TVET
You were working at:	Data capturers
Occupation	Data Capture
What you did at this job position?	Collect students information and place it a database

Education

Educational period	nuo 2015.01 iki 2021.12
Degree	Diploma
Educational institution	Northern Cape TVET College
Educational qualification	Management Assistant
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Adobe and Microsoft Office and also SharePoint.

My computer knowledge : I learned through college Windows, Word, Excel, PowerPoint, Editing, **Conferences, seminars**

Yes I have, it was dealing with how one can handle themselves when dealing with clients and how to manage your work in the office.

13 March 2023 (Management Skills.)

Recommendations

Contact person	Katlego Sebogodi
Occupation	Student Support Manger
Company	Northern Cape TVET
Telephone number	061 157 1713

Additional information

Driver license from	2024-10-00 (0 years)
Salary you wish	15000 R per month
How much do you earn now	0.00 R per month