



# 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> <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	<b>nuo 2020.01 iki 2020.09</b>
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	<b>nuo 2015.01 iki 2021.12</b>
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