



Melita Nelly Malatji

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I completed N6 management assist last semester I have an experince working as administrator hv six months experince working at department of education as admin clerk in order to get my diploma,Im stil looking foward to get experince to my couse

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth 1992-03-25 (32 years old)

Gender Female

Residential location Johannesburg
 Gauteng

Telephone number *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.01 iki 2016.07**

Company name to any company

You were working at: Receptionists

Occupation admin clerk

What you did at this job position? typist,capturing

Working period **nuo 2016.07 iki 2016.07**

Company name Maatha dc business college

You were working at: Trainers

Occupation training adviser

What you did at this job position? teaching learners about pc

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Diploma
Educational institution	letaba FET college
Educational qualification	certificate
I could work	as office administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Microsoft word, exel, power point, publisher

Conferences, seminars

From department of educataion

Recommendations

Contact person	malepe k
Occupation	senior clerk
Company	department of education
Telephone number	0729481955
Email address	malatjimn@yahoo.com

Additional information

Your hobbies	Reading and playing soccer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-10-00 (8 years)
Salary you wish	3000 R per month
How much do you earn now	1700 R per month