



# Master Mathe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am self motivated who understand more in admin job.I can work with team and as individual .I am hard work .I have lots of experience in the field of admin .good leadership.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1992-10-27 (32 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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 2015.12 iki 2016.11</b>
Company name	urbanvest property
Occupation	access control
What you did at this job position?	helping client and accessing armed security
Working period	<b>nuo 2012.12 iki 2015.07</b>
Company name	lennys printing office
You were working at:	Receptionists
Occupation	office duties and helping customers
What you did at this job position?	helping customer ,photography and typing faxing and answering business calls

## Education

Educational period                      **nuo 2010.01 iki 2012.10**  
 Degree                                         Diploma  
 Educational institution                     Arise business college  
 Educational qualification                 diploma in office cpmputing  
 I could work                                 I could work under pressure

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	very good	very good
isiZulu	basic	basic	basic
Sepedi	good	good	good
Setswana	basic	basic	basic
Xitsonga	very good	very good	very good
Tshivenda	very good	very good	fluent
Sesotho	good	good	good

**Computer knowledge**

emailing .internet .typing .scanning using Adobe reader ,Photoshop.excel ,PowerPoint etc

**Conferences, seminars**

none

**Recommendations**

Contact person                             Percy munyai  
 Occupation                                    assistant manager  
 Company                                        crazy shop  
 Telephone number                         +27794063272  
 Email address                                tpmunyai@gmail.com

**Additional information**

Your hobbies                                 watching soccer and listening to music  
 Driver licenses                                None  
 Salary you wish                              5000 R per month  
 How much do you earn now              4500 R per month