



# Celumusa Mvelase

Curriculum Vitae (CV)

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

General worker, learnership in admin clerk as I've got Management Assistant.

I'm always a coworker, self motivated, hard-worker and optimistic. I usually set realistic goals and work to the best of my ability to achieve them. I believe in quality than quantity. When communicating with different people, I try my utmost to communicate effectively with respect, understanding and trust.

I am also a person who always keeps the appointed time and very professional who is honest and trustworthy. In whatever I do I act proactively and work an extra mile to get things done appropriately more accurately.

I also have strong leadership skills especial when it comes to motivation and coaching. I also have computer knowledge concerning Microsoft Office.

|                         |                            |
|-------------------------|----------------------------|
| Preferred occupation    | Generals<br>General jobs   |
| Preferred work location | East Rand<br>Gauteng       |
|                         | Bloemfontein<br>Free State |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1993-09-15 (30 years old)   |
| Gender               | Male  |
| Residential location | Drakensberg<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|              |                         |
|--------------|-------------------------|
| Company name | CAP (Rotek Engineering) |
|--------------|-------------------------|

**Additional information**

|                          |                     |
|--------------------------|---------------------|
| Salary you wish          | R4 500 R per month  |
| How much do you earn now | R 7 600 R per month |