



Refiloe Reginah Shalang

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for permanent job because now I am contractor. I am looking for a new challenge and learn more and explore new things out there. I am a pleasant, professional & proficient administrator who has a long record of ensuring things smoothly behind the scenes of a busy office. I am an effective team member who has the ability to meet deadlines & ensure that the highest standards of office organization are maintained at all times. She has a methodical & thorough approach to work and will go out of her way to maintain an enjoyable and clean working environment. She has experience of working well with a team, both face to face & over the telephone & she always goes the extra mile to get things done. She is looking to work for a company that offers excellent opportunities for personal and professional development.

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

Contacts and general information about me

Day of birth	1988-12-21 (35 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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

Additional information

Salary you wish	11000 R per month
How much do you earn now	9500 R per month