



# Sana Malek

Curriculum Vitae (CV)

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

Good in administrating and computing skills. Also got a diploma in accounting and would like to explore my capabilities. I have worked in the education department as a administrator hence i have learnt to be efficient, accurate, professional and patient.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Part time jobs</b> Part time, weekend jobs
	<b>Accountants</b> Finance jobs
Preferred work location	<b>Mahikeng / Mafikeng</b> North West

## Contacts and general information about me

Day of birth	1993-07-18 (31 years old)
Gender	Female
Residential location	<b>Mahikeng / Mafikeng</b> North West
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 2016.02 iki 2017.07</b>
Company name	Mafikeng High school
You were working at:	Administrators
Occupation	Administrative Assistant
What you did at this job position?	Administer the working system of the school, recording student information and capturing marks

Working period **nuo 2014.01 iki 2015.02**  
Company name Gaborone Institute of Professional Studies  
You were working at: Teacher  
What you did at this job position? Lecturer of Accounting Diploma Students

**Education**

Educational period **nuo 2012.06 iki 2014.06**  
Degree Diploma  
Educational institution Botswana Institute of Accountants  
Educational qualification Diploma in accounting  
I could work Credit control, Budgets, financial statements

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

**Recommendations**

Contact person Mr landman  
Occupation Principal  
Company Mafikeng High School  
Telephone number +27834563823

**Additional information**

Driver licenses None  
Salary you wish 3000 R per month