



Kgahliso Mvundlela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration clerk

Office administrator

Service consultants

Secretary

Monitoring and evaluation officer

Preferred occupation

Administrators

Administrative jobs

Receptionists

Hotel jobs

Banking

Finance jobs

Secretaries

Administrative jobs

Preferred work location

East Rand

Gauteng

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1991-05-20 (33 years old)

Gender

Female

Residential location

East Rand

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2017.12 iki 2016.04**
 Company name Maritz schreurs and du preez attorneys
 You were working at: Administrators
 Occupation Administrative assistant
 What you did at this job position? Administration

Working period **nuo 2016.03 iki 2017.12**
 Company name Department of social development
 You were working at: Administrators
 Occupation Admin
 What you did at this job position? Providing administrative support services

Education

Educational period **nuo 2009.02 iki 2012.12**
 Degree Degree
 Educational institution Vaal University of Technology
 Educational qualification Business administration
 I could work Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft PowerPoint
 Microsoft publisher
 Sap
 Internet
 Outlook

Additional information

Your hobbies Reading and learning
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2012-08-00 (11 years)
 Salary you wish 8500 R per month
 How much do you earn now 5000 R per month