



Happy Mashala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration jobs as I have experience in admin

Also looking for any job because I am willing to learn things that I don't know

Preferred occupation	Administrators Administrative jobs
	Generals General jobs
	Agents Sales jobs
	Cashiers Retail, store jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Lephalale / Ellisras Limpopo

Contacts and general information about me

Day of birth	1996-12-26 (27 years old)
Gender	Female
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

Work experience

Company name	Lots gardens clinic
You were working at:	Administrators
Occupation	Administration assistant
What you did at this job position?	Filing Typing Answering of calls Data capturing and other jobs given by a supervisor

Education

Educational period	nuo 2015.01 iki 2017.12
Degree	Diploma
Educational institution	Dam Technical College
Educational qualification	Diploma in medical secretary
I could work	At any area

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	very good	fluent

Computer knowledge

I am computer literate

Recommendations

Contact person	Khobo Maria
Occupation	Manager
Company	Lotus Gardens clinic
Telephone number	0123582141
Contact person	Mr Artwell
Occupation	Lecture
Company	Dam Technical College
Telephone number	0789467171
Contact person	Miss MM Khobo
Occupation	Manager at lotus clinic
Company	0123582141

Additional information

Your hobbies	I love writing and reading books
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	Nothing R per month