



# 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                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
[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	<b>nuo 2015.01 iki 2017.12</b>
Degree	Diploma
Educational institution	Dam Technical College
Educational qualification	Diploma in medical secretary
I could work	At any area

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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