



# Matlawa Sarah Mafarafara

Curriculum Vitae (CV)

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

My name is Matlawa Sarah Mafarafara, I have a Bachelor's Degree in Information that I obtained from the University of Limpopo. I am very interested in the vacancy the department is advertising . I believe that I am a right candidate because I have experience and qualifications, therefore I am willing to learn and grow within the company. I have experience as an Administrative Assistant, my duties and responsibilities included providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication.

Currently, I'm unemployed but I am a volunteer at Eskia Mphahlele Public Library. I have a strong interpersonal and good communication skills both with users and colleagues. I am computer literate to Microsoft office packages, troubleshooting, internet and database searches. I possess excellent interpersonal skill which makes me to interact well with staff and users as well as assisting library users in utilizing library services. I am a smart working woman who is not afraid of challenges, I am also a team player who is also able to work individually and I am very optimistic. Dealing with different kind of students has increased my experience in problem solving and supervision skills. I supervised students as they come for in-service training. I have a good report writing skills. I have a substantial knowledge of operating different kinds of office equipment including computers, telephone, photocopiers, cash registers, self-check machines, assisting devices and relevant automated tools. I take pride in my overall outlook and in any given task. I'm self -motivated and I meet deadlines. My priority is to keep with the department mission and vision to provide good service delivery.

Should you wish to contact me for an interview, I can be reached at cell phone number and email: 060 6364 554 / 083 2455 307 and matlawasarah@gmail.com

Kind Regard

Ms Sarah Mafarafara

Preferred occupation

IT, computing jobs

Administrators

	Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	East Rand Gauteng
	Polokwane / Pietersburg Limpopo
	Mbombela / Nelspruit Mpumalanga

### Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2015.03 iki 2017.05</b>
Company name	Richfield Graduate Institute of Technology
You were working at:	Academic officer
Occupation	Librarian.
What you did at this job position?	Supervising the Library operation.
Working period	<b>nuo 2017.05 iki 2018.12</b>
Company name	Central Technical College
You were working at:	Academic officer
Occupation	Librarian
What you did at this job position?	Daily operations of the library

### Education

Educational period	<b>nuo 2004.01 iki 2008.12</b>
Degree	Grade 12 / Matric
Educational institution	Mohlakaneng High School
Educational qualification	National Certificate
I could work	Yes

Educational period **nuo 2011.01 iki 2015.04**  
 Degree Degree  
 Educational institution University of Limpopo  
 Educational qualification Bachelor of Information Studies  
 I could work Yes

Educational period **nuo 2014.09 iki 2014.12**  
 Degree Certificate  
 Educational institution University of Limpopo  
 Educational qualification Certificate in Computer Literacy  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	very good	good
Setswana	fluent	fluent	fluent

**Computer knowledge**

Introduction to Computers  
 Microsoft Windows 2010  
 Microsoft Excel 2010  
 Microsoft PowerPoint 2010  
 Microsoft Word 2010  
 Microsoft Internet Explorer 2010

**Recommendations**

Contact person Mr Selowa Sello  
 Occupation Senior Investigators  
 Company Ombudsman  
 Telephone number 0102882830  
 Email address Sello.selowa@joburgombudsman.org.za

**Additional information**

Driver licenses None  
 Salary you wish 10000 R per month