



# Lisa Mhlongo

Curriculum Vitae (CV)

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

Typing

Filling

Line management

Book keeping

Preferred occupation

Administrators  
Administrative jobs

Safety  
Construction jobs

Preferred work location

Delmas  
Mpumalanga

Carolina  
Mpumalanga

Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth

1989-01-18 (35 years old)

Gender

Female

Residential location

eMakhazeni / Belfast  
Mpumalanga

Telephone number

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

Email address

*Information is available only for registered users.*  
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## Work experience

Working period

**nuo 2013.12 iki 2018.03**

Company name

Sassa

You were working at:

Receptionists

Occupation

Administrator

What you did at this job position?

Typing, filling, answering calls, bookkeeping

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2006.01 iki 2008.06</b> |
| Degree                    | Certificate                    |
| Educational institution   | Tshwane north college          |
| Educational qualification | N5 marketing management        |
| I could work              | Administration                 |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |
| SiSwati  | fluent         | fluent              | fluent        |
| isiZulu  | very good      | fluent              | fluent        |

### Computer knowledge

Yes

### Conferences, seminars

Sassa

### Recommendations

|                  |             |
|------------------|-------------|
| Contact person   | Mr J Chuene |
| Occupation       | Team leader |
| Company          | Sassa       |
| Telephone number | 0136537154  |

### Additional information

|                     |                                     |
|---------------------|-------------------------------------|
| Your hobbies        | Reading                             |
| Driver licenses     | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2013-07-00 (11 years)               |
| Salary you wish     | 8000 R per month                    |