



Mahlatse Mohlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

66 Pelican avenue
Rooihuiskraal
Centurion Pretoria
0154

HR Manager

It is with much enthusiasm that I'm submitting my application for work opportunity that has recently been vacant. Please accept my disclosed application

As a young vibrant, ambitious candidate and competitive calibre with great personality and work ethic, possess and equipped with knowledge in the admin/ clerical areas, Inventory control, computer literate (Microsoft Office) maintaining good communication across all levels of management, telephone etiquette and meetings, attend to information needs and establish information system.

In addition to my extensive admin skills I'm a team player like working collaboratively, always eager in taking any opportunity as chance develop and grow, learn and share that's my philosophy. Very keen and desirous being your employee, being part of the organisational culture, holding primary objective to contribute towards efficiency and effectiveness. Please for any further information required feel free to contact me for endorsements, looking forward to hear from you

King Regards

Mahlatse Mohlala

0829309310

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Gender

Male

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

Working period **nuo 2018.03 iki 2018.09**

Company name ASCO

You were working at: Sales representative

Occupation Sales rep/ Inventory Admin

What you did at this job position? Inventory control/ Sales rep/ Consulting

Education

Educational period **nuo 2016.01 iki 2019.08**

Degree Diploma

Educational institution Tshwane University of Technology

Educational qualification Office Management and Technology

I could work Inservice training

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiNdebele	fluent	very good	do not know

Computer knowledge

Word. Excel. Powerpoint. Access. Mailing. Data Capturing

Additional information

Salary you wish 4500 R per month

How much do you earn now 3200 R per month