



# 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

