



Barbara Mamolatji

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office assistant is one of the best job am looking for am patient and focused, I also enjoy working on Microsoft word, excel and PowerPoint. I again like working with fillings and also doing the duties of a receptionist

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo

Contacts and general information about me

Day of birth	1994-02-13 (30 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Education

Educational period	nuo 2015.01 iki 2017.05
Degree	Diploma
Educational institution	Jeppe college
Educational qualification	Human resources management
I could work	Assistant
Educational period	nuo 2018.01 iki 2018.07
Degree	Certificate
Educational institution	Career computer college
Educational qualification	Office administrator, receptionist and computer literacy
I could work	Office assistant

Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

English	good	very good	very good
isiZulu	good	very good	basic
Sepedi	fluent	fluent	fluent
Xitsonga	good	good	basic
Tshivenda	fluent	fluent	basic

Computer knowledge

I have a knowledge of typing, Microsoft word, excel (spreadsheet, graphs) and PowerPoint.

Additional information

Your hobbies	Reading and watching tv
Driver licenses	A1 Motorcycle \leq 125cc
Driver license from	2013-06-00 (11 years)
Salary you wish	8000 R per month