



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 | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> 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 |