



# Nana Maile

Curriculum Vitae (CV)

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

Team player

Good communication skills

Innovative and creative skills

Preferred occupation

Data capturers  
Administrative jobs

Receptionists  
Hotel jobs

Preferred work location

Burgersfort  
Limpopo

Lebowakgomo  
Limpopo

## Contacts and general information about me

Day of birth

1995-06-22 (29 years old)

Gender

Female

Residential location

Burgersfort  
Limpopo

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 2018.05 iki 2019.05**

Company name

Etdp sets

You were working at:

Administrators

Occupation

Admin clerk

What you did at this job position?

Data capturing, filling,admission and receiving stock

## Education

Educational period                   **nuo 2012.01 iki 2013.12**  
 Degree                                   Grade 12 / Matric  
 Educational institution               Dikotope secondary  
 Educational qualification             Matric

Educational period                   **nuo 2016.02 iki 2017.12**  
 Degree                                   Certificate  
 Educational institution               Tshwane college of commerce and computer studies  
 Educational qualification             N4 human resource management

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good
Sepedi	fluent	fluent	fluent
isiZulu	good	good	basic

**Computer knowledge**

Ms word  
 Ms excel  
 Ms access

**Recommendations**

Contact person                       Rosemary maile  
 Occupation                            Administrator  
 Company                                AVBOB  
 Telephone number                    0723266144

**Additional information**

Your hobbies                         Jogging  
 Driver licenses                       None  
 Salary you wish                       10000 R per month  
 How much do you earn now         - R per month