



Fredah Masilela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking, reliable and punctual lady who doesn't have any criminal record. I have a matric certificate and a certificate in office administration and also computer literate Microsoft Office: Word, Excel, PowerPoint and Outlook. Previously I have worked as an office administrator for a period of about 4 years. I have excellent telephone etiquette and have thorough knowledge of filing systems. I am fluent in most South African languages and have great interpersonal and communications. I am also a fast learner and detail oriented

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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

Work experience

Working period	nuo 2010.08 iki 2012.09
Company name	Curious Minds Learning Centre
You were working at:	Administrators
Occupation	Administrator/receptionist
What you did at this job position?	General office work such as handling and filing documents, issuing office supplies, office housekeeping. Making phone calls. Handling of mail. Handling meeting which included arranging meetings, booking venues. Ordering and purchase of office supplies.

Working period **nuo 2014.05 iki 2017.10**
 Company name Little Bamboo Day Care Centre
 You were working at: Administrators
 Occupation Office Administrator/ receptionist
 What you did at this job position? General office work such as handling and filing documents issuing office supplies and office housekeeping. Data capturing. Making phone calls. Ordering and purchase of business supplies. supplies

Education

Educational period **nuo 2001.01 iki 2004.12**
 Degree Grade 11
 Educational institution Hofmeyr High School
 Educational qualification Grade 11
 I could work No I could not work.

Educational period **nuo 2006.01 iki 2006.12**
 Degree Grade 12 / Matric
 Educational institution Holy Trinity High School
 Educational qualification High School education
 I could work No I could not work.

Educational period **nuo 2012.01 iki 2012.05**
 Degree Certificate
 Educational institution Damelin College
 Educational qualification Office Administration certificate
 I could work I could work in the office environment

Educational period **nuo 2015.01 iki 2019.12**
 Degree Degree
 Educational institution University of South Africa (UNISA)
 Educational qualification Bachelor of Education (B.ed)
 I could work Qualification incomplete

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good
isiZulu	fluent	fluent	fluent
isiXhosa	very good	very good	basic
isiNdebele	fluent	fluent	fluent

Sepedi	very good	very good	basic
Sesotho	very good	very good	basic
Setswana	fluent	fluent	basic
Xitsonga	good	good	do not know
SiSwati	very good	very good	basic
Tshivenda	good	good	do not know

Computer knowledge

Microsoft Office: Word, Excel, PowerPoint and Outlook.

Recommendations

Contact person	A T Mahlangu
Occupation	HoD
Company	Shapeve Primary School
Telephone number	0766337126
Contact person	Thuso Netshisukule
Occupation	Teacher
Company	Shapeve Primary School
Telephone number	0764015211

Additional information

Your hobbies	Watching TV. Listening to music and reading books.
Driver licenses	None
Salary you wish	6000 R per month