



# Nkhangweni Portia Muthaphuli

Curriculum Vitae (CV)

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

Personal Assistant. My name is Portia Muthaphuli. I have completed my National N Diploma Management Assistant in 2017 at Vhembe TVET college. I did my experiential learning in the Department of Education as an Admin & Personal Assistant under curriculum section. In 2018 i got the opportunity to participate as an admin office in the same department and same section. From then i have been working on the department until today as an administrator (contracts). I am an honest person and also very punctual on my duties. I am a hard work. During the period at the department i learnt a lot of things like how to work under pressure, how to talk with people. I am a quick learner, self-motivated person, adaptable in nature, I always want to learn surroundings and keen to learn new things. Appreciation and growth opportunities motivates me to do good job.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Thohoyandou Limpopo
	Polokwane / Pietersburg Limpopo
	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1984-06-02 (40 years old)
Gender	Female
Residential location	Thohoyandou Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	R 12 000 R per month
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How much do you earn now

R 1 900 R per month