



Sibongile Mahlangu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

ADMINISTRATION

- I can do the job and deliver exceptional results.
 - I will fit in beautifully and be a great addition to the team.
 - I possess a combination of skills and experience that makes me stand out from the crowd
- Communication skills. Communication, interpersonal relationship and listening skills are possibly the top points.
- Organization skills
- Time management skills
- Dependability and reliability
- Confidentiality
- Customer or client service orientation.
- Hiring me will make your life easier.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Groblersdal Mpumalanga

Contacts and general information about me

Day of birth	1990-11-24 (33 years old)
Gender	Female
Residential location	Groblersdal Mpumalanga
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 2015.10 iki 2017.06**
 Company name Ver-tex solutions
 You were working at: Debt collector
 Occupation Call centre
 What you did at this job position? Debt collector

Working period **nuo 2018.11 iki 2019.10**
 Company name Mavula Primary School
 You were working at: Administrators
 Occupation Office work
 What you did at this job position? Office job

Education

Degree Certificate
 Educational institution Tshwane Notrth College
 Educational qualification Management Assistance N6
 I could work I could work as Administrator,Receptionist,Clerk,Secretary and aTypist

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Analytics
 Social media
 Graphic design
 Microsoft office,excel and data base
 Spreadsheet
 Email Communication
 Data visualization

Recommendations

Contact person Lizzy Makwela
 Occupation TEAM LEADER
 Company Ver-tex sollution
 Telephone number 0785008290

Additional information

Driver licenses None

Salary you wish

7000 R per month