



Thelma Londy Madela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have an ability to grow with the job, very loyal and diligent.

With my skills, I have kindness, helpful, considerate, affectionate, and trustworthy and make my life purpose to help the less fortunate. I am also very organized, efficient, responsible and dependable.

.. Given an opportunity of employment, I intend on becoming an exceptional employee and an asset to the company by exercising my skills, experience and initiative to enhance the company's productivity and profitability.

I am a profound individual and my skills and experience is invaluable, and I am highly recommended for whatever position I apply for.

Preferred occupation

Receptionist
Administrative jobs

Administrators
Administrative jobs

Filing clerk
Administrative jobs

Personal assistant
Administrative jobs

Secretaries
Administrative jobs

Data capturers
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Gender

Female

Residential location

Pretoria / Tshwane
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period **nuo 2013.01 iki 2014.03**
 Company name Dental Practice
 You were working at: Medical receptionist
 Occupation Receptionist
 What you did at this job position? Filling,data capture,taking calls,ordering medication,doing invoices

Working period **nuo 2014.04 iki 2015.02**
 Company name Kgotsotalang Trading and Projects
 You were working at: Construction manager
 Occupation Admin clerk
 What you did at this job position? Filling,attending briefings,Fax,scan,doing invoices,Data capture,taking calls,checking emails

Working period **nuo 2016.06 iki 2020**
 Company name Ntloebide Attorneys inc
 You were working at: Collections paralegal
 Occupation Company Secretary
 What you did at this job position? Organizing diaries Schedule and make appointments Prepare and process legal documents and papers Mail, fax, or arrange for delivery of legal correspondence Receive and place telephone calls Make copies of correspondence Assist attorneys in collecting information Type legal memos Data capturer Using Ms Office word, Excel, outlook Internet Typing legal opinions Notices and tenders Completing Tender documents and Marketing Drafting Reports for Directors daily

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Afrikaans	good	basic	basic
Sepedi	good	good	good
Sesotho	good	good	good
isiNdebele	good	good	good

Computer knowledge

Microsoft Office
 Microsoft word
 Microsoft excel

Additional information

Your hobbies Tv

	Writing
	Reading
	Playing tennis
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-03-00 (5 years)
Salary you wish	10000 R per month
How much do you earn now	11000 R per month