



Ntombizanele Motsoahole

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Job,Im a hard work & im a team player,im not scared of lot of work.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Free State

Contacts and general information about me

Day of birth	1983-05-18 (42 years old)
Gender	Female
Residential location	Theunissen Free State
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 2010.03 iki 2021.01
Company name	Ok grozer
You were working at:	Generals
Occupation	Cashier
What you did at this job position?	Helping costumer to pay
Working period	nuo 2009.01 iki 2010.02
Company name	Creative Mind Computer training
You were working at:	Managers
Occupation	Acting Center Manager & Instructor
What you did at this job position?	Handling Administation & as a Acting Center Manager

Working period	nuo 2008.01 iki 2008.12
Company name	Concordia High School
You were working at:	Secretaries
Occupation	Administration Clerk
What you did at this job position?	Filling, Answering telephone, typing letters & memorandum

Education

Educational period	nuo 2005.01 iki 2007.01
Degree	Certificate
Educational institution	Vuselela College
Educational qualification	Management Assistant
I could work	As a Administration Clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	good	basic	basic

Computer knowledge

Pastel partner 2007

Ms Word level 1,2,3

Ms Excel level 1,2,3

Ms Access

Ms Power Point

E-mail Outlook

Recommendations

Contact person	Mr Bob
Occupation	Business Man
Company	Creative Minds
Telephone number	0837588386
Email address	Bob@gmail.com

Additional information

Your hobbies	Love to read Play net ball
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2019-03-00 (6 years)
Salary you wish	R6000 R per month
How much do you earn now	R4200 R per month

