



Bertha Masemola

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am very outgoing person, learning new skills and doing what is out of my category. I feel You should hire me for my passion and proven abilities in organization for office efficiency. I pride myself on my time-management, coordination and interpersonal skills. In my previous role as an administrative assistant, I came up with a plan to reorganize the office supply closet by category. which worked out really well for everyone.

Preferred occupation	Administrators
	Administrative jobs
	Car drivers
	Driver jobs
	Secretaries
	Administrative jobs
	Switchboard operator
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1996-02-28 (29 years old)
Gender	Female
Residential location	Johannesburg
	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 2016.03 iki 2017.03**

Company name Isiphethu Water services

You were working at: Construction manager

Occupation administration

What you did at this job position? filling in tender documents,switchboard,scheduling appointments,completing genral ofiice taks,typing documents and filing

Working period **nuo 2017.07 iki 2021**

Company name strauss and co.

Occupation receptionist

What you did at this job position? switchboard,filling,ordering stationery,booking appointments,typing documents and general office duties

Education

Educational period **nuo 2014.02 iki 2016.11**

Degree Diploma

Educational institution IIE rosebank college

Educational qualification Business Management

I could work as anything with the qualification i have, i could work as an assistant,manager,clerk,admin,and many more

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	very good	fluent	good
isiZulu	basic	good	do not know

Computer knowledge

microsoft word,microsoft excel,corel paint shop,

Additional information

Your hobbies outgoing person, meeting new people,shopping, learning new things,exploring more

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2017-04-00 (8 years)

Salary you wish 15 R per month

How much do you earn now 14 R per month