

# Emily Motaung

## Curriculum Vitae (CV)

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

I love very challenging jobs, jobs in which I get to learn new things e.g. technology that keeps improving. I'm a dedicated person who is capable of working alone and in a group. I'm a fast learner who copes well under pressure. I respect time and my work very much, I can multitask very well.

Preferred occupation      Administrators  
                                    Administrative jobs

### Preferred work location

## **Contacts and general information about me**

Day of birth 1987-04-12 (38 years old)

Residential location Bethlehem  
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 2013.06 iki 2015.10**

Company name Eminence Corporate Solutions

You were working at: Receptionists

Occupation admin assistant

What you did at this job position? data capture,filing,receiving calls

## Education

Educational period **nuo 2019.01 iki 2020.09**

## Degree Certificate

Educational institution Maluti TVET College

### Educational qualification N6

## Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	fluent	fluent
Sepedi	very good	very good	very good
Sesotho	fluent	fluent	fluent

### Computer knowledge

I am computer literate, I know microsoft word, excel powerpoint

### Recommendations

Contact person	Julia Dlamini
Occupation	MD
Company	Eminence Corporate Solutions
Telephone number	0814977245

### Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	5000-10000 R per month
How much do you earn now	3500 R per month