



Monjha Hartzenberg

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an online teaching job. I specialize in teaching English online to children of all ages as well as adults. I love sports and nature and also a good working environment. Secondly I am also on the lookout for a legal job as a conveyancing/legal secretary in Potchefstroom, North West Province.

Preferred occupation	Teachers Teaching jobs
	Conveyancing Secretary Law, legal jobs
Preferred work location	Potchefstroom North West

Contacts and general information about me

Day of birth	1974-09-14 (51 years old)
Gender	Female
Residential location	Potchefstroom North West
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 1993.01 iki 1995.12
Company name	ABSA Bonds Department - Megawatt Park Johannesburg
You were working at:	Personal assistant
Occupation	Clerk
What you did at this job position?	Finalizing and approval of Bonds and Absa home loans

Working period	nuo 1996.01 iki 2000.01
Company name	Lombard, Muller & Ass. (Law firm)
You were working at:	Office manager
Occupation	Conveyancing and Litigation Secretary/office manager
What you did at this job position?	Drafting of Legal Documents and Litigation management

Education

Educational period	nuo 1995.01 iki 1998.01
Degree	Diploma
Educational institution	University of Tswane
Educational qualification	National Diploma Business Administration
I could work	Office/Legal Environments
Educational period	nuo 2019.10 iki 2021.05
Degree	Certificate
Educational institution	TEFL
Educational qualification	120hr ESL online TEFL Certificate
I could work	Online

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
German	basic	good	basic
Italian			

Computer knowledge

Windows, Microsoft Office, Microsoft Excel, Ghost (conveyancing program), Microsoft Word

Conferences, seminars

Nauai Open Water Scuba Divers seminar & qualification

Additional information

Your hobbies	Running Horseriding Gardening Sports and Leisure Modelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1992-01-00 (34 years)
Salary you wish	15000 R per month

How much do you earn now

5000 R per month