



# Mpho Mothokoa

Curriculum Vitae (CV)

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

I am looking for a job whereby I will be able to learn more, get more knowledge and skills. I have experience with Microsoft Office packages.

Excellent communication skill, interpersonal skill and problem solving skill.

Results and goal oriented and willingness to meet deadlines.

Attention to detail.

I'm also interested in beauty industry and fashion

Preferred occupation

**HR intern**

Management, human resources jobs

**Administrators**

Administrative jobs

**Receptionist**

Administrative jobs

**Personal assistant**

Administrative jobs

**Beautician**

Beauty industry jobs

Preferred work location

**Secunda**

Mpumalanga

**Witbank**

Mpumalanga

**Ermelo**

Mpumalanga

## Contacts and general information about me

Gender

Female

Residential location

**Secunda**

Mpumalanga

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	<b>nuo 2020.06 iki 2021.01</b>
Company name	Oratilwebo
You were working at:	Administrators
Occupation	Administrator clerk
What you did at this job position?	Administration

### Education

Educational period	<b>nuo 2019.01 iki 2021.06</b>
Degree	Certificate
Educational institution	Gert Sibande Tvet College
Educational qualification	Human Resource Management, N6
I could work	Yes

### Languages

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

### Computer knowledge

Microsoft Office 2010

Experience with Microsoft packages such as Excel, Word, Power Point.

### Additional information

Your hobbies	I enjoy non- fiction books. I love spending time with my family. Typing documents Playing netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-08-00 (4 years)
Salary you wish	3500 R per month