



Boipelo Motswatswa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator i have experience and qualifications

- Scanning & Filling Documents
- Maintaining filling
- Answering calls and escalating them
- Process claims and payments
- Issue payment letters & tax certificates to clients
- Loading monthly pricing
- Attend to client queries
- Daily report of tasks
- Ability to work as a team
- Ability to multitask
- Good telephone technique
- Good with MS Package

Preferred occupation Administrators
Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1995-07-29 (30 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](#)

Additional information

Salary you wish 7000 to 8000 R per month

How much do you earn now 8000 R per month