



# Nomonde Mzotho

Curriculum Vitae (CV)

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

I'm looking for office jobs. My positive points are that I have experience within the office jobs, such as Microsoft office Outlook, Microsoft office Word and Microsoft office Excel.

Preferred occupation

**HR intern**

Management, human resources jobs

**Receptionist**

Administrative jobs

**Part time jobs**

Part time, weekend jobs

**Dispatchers**

Administrative jobs

**Call Centre agent**

Administrative jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

**Bloemfontein**

Free State

**East Rand**

Gauteng

## Contacts and general information about me

Gender

Female

Residential location

**Sedibeng**

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 2021.02 iki 2021.07**  
 Company name Dr Molefi Oliphant Secondary School  
 You were working at: Administrators  
 Occupation Administrator  
 What you did at this job position? Data Capturing, Emails , Filing

Working period **nuo 2022.03 iki dabar**  
 Company name ATTOOH  
 You were working at: Estate manager  
 Occupation Administrator  
 What you did at this job position? Emails, Data Capturing, Filing, Cold calling

### **Education**

Educational period **nuo 2017.06 iki 2019.11**  
 Degree Certificate  
 Educational institution Sedibeng TVET College  
 Educational qualification Certificate N4  
 I could work Human Resource Management Intern. HR Payroll Clerk, HR Administrator

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	very good

### **Computer knowledge**

Excellent

### **Conferences, seminars**

Excellent

### **Recommendations**

Contact person Khetheng Pitse  
 Occupation Financial Advisor  
 Company ATTOOH  
 Telephone number 0847431302  
 Email address Khetheng.Pitse@attooh.co.za

Contact person Kenekiwe Makgamatho  
Occupation IDSO  
Company Sedibeng West District  
Telephone number 0826795084

Contact person Mapule Sebela  
Occupation Administrator  
Company Dr Molefi Oliphant Secondary  
Telephone number 0787810241

#### **Additional information**

Your hobbies Reading , creating content, typing.  
Driver licenses B Light Vehicle ≤ 3,500kg  
Driver license from 2019-07-00 (6 years)  
Salary you wish 10000 R per month  
How much do you earn now 1500 R per month