



Modatso Nolia Machethe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for a job in the Administration department. I can be a secretary, I can do admin work, data capturing and I can be a receptionist.

I am a hard working young female. Dedicated and determined to accomplish more in life.

Focused and able to work under pressure, able to work under no supervision.

I am a fast learner and can do all tasks expected.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | Phalaborwa Limpopo |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1999-12-09 (26 years old) |
| Gender | Female |
| Residential location | Phalaborwa Limpopo |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2022.02 iki 2022.03 |
| Company name | Stats SA |
| You were working at: | Supervisor |
| Occupation | Field work supervisor |
| What you did at this job position? | Supervised my co-workers and gave support needed |

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2022.10 iki 2023.10 |
| Company name | U Belong |
| You were working at: | Sales agent |
| Occupation | Field Sales Agent |
| What you did at this job position? | Selling products |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2014.01 iki 2018.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Lebeko High School |
| Educational qualification | Diploma Certificate |
| I could work | Assistant, receptionist, clerk, secretary, supervisor, sales agent |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Sepedi | fluent | fluent | fluent |
| English | fluent | fluent | fluent |
| Afrikaans | good | basic | basic |
| Xitsonga | good | good | basic |

Computer knowledge

Microsoft office, windows, Adobe systems,

Good in typing

Additional information

| | |
|--------------------------|---|
| Your hobbies | Reading Writing Listening to music Running Sewing |
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 1600 R per month |