



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 (24 years old)

Gender Female

Residential location Phalaborwa
Limpopo

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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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