



Pelokazi Priscilla Mpongoshe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration post ,financial clerk post or secretary.I have perfect background experience about these posts.

My Positive points are as follows:

- 1.Computer literacy(Ms word,Ms Excel,Ms publisher,PowerPoint, Internet, Email, and communication technology)
- 2.Good communication skills (Oral and Written)
- 3.Numeric Skills
- 4.Data capturing office work.
- 5.Efficient and resourceful.
- 6.Filing office work documents.
- 7.Able to work underpressure and independently
- 8.Customer service oriented
- 9.Problem sloving skills
- 10.Flexible to do any work if required
- 11.Planning and organizing workshops, conferences & meetings .

Preferred occupation Secretaries
Administrative jobs

Administrators
Administrative jobs

Preferred work location East London
Eastern Cape

Contacts and general information about me

Day of birth 1996-09-27 (29 years old)

Gender Female

Residential location Elliot
Eastern Cape

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 R7000-R10000 R per month

How much do you earn now R6500 R per month