



Mahlatse Fortunate Mononyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for admin and secretarial job. My positive points are punctuality good communication skill, clerical duties and time management. I always ensure that every task and opportunity I get i work hard towards achieving good results

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-05-14 (30 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2020.09 iki dabar
Company name	MPHOKANE ATTORNEYS
You were working at:	Secretaries
Occupation	Legal secretary
What you did at this job position?	Updated spreadsheets and created presentations to support executives and boost team productivity. • Draft summons • Answered multi-line phone system and enthusiastically greeted callers. • Updated spreadsheets and databases to track, analyze and report on performance • Provided clerical support to company employees by copying, faxing and filing documents

Working period	nuo 2016.10 iki 2017.08
Company name	COUNCIL FOR MEDICAL SCHEME
You were working at:	Computer technician
Occupation	TECHNICIAN
What you did at this job position?	Set up PCs, projectors and microphones for use in video conferencing rooms. • Recovered critical information from data back ups to restore functionality. • Linked computers to network and peripheral equipment. • Apart from being a Technician at CMS I also assisted the Registry officer and some of the duties included:Indexing of documents and record management • Making documents accessible on the DMS 0190 • Electronic and Physical ling, arranging and scanning documents

Education

Educational period	nuo 2014.03 iki 2014.05
Degree	Certificate
Educational institution	SMAB AVIATION TRAINING
Educational qualification	CABIN CREW LICENSE

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	10000 R per month
How much do you earn now	5300 R per month