



Onthatile Mashiane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Hiring manager

Throughout my career, I have contributed to impacting business outcomes through effective organization, prioritization, and execution of key projects. I believe my skills and qualifications are an ideal match to the job requirements of an administrator and will bring immediate value to the company goals. Previously, in my Finance Administrative Assistant role, I exercised a calculated and methodical approach to innovation and problem solving. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. I believe I will be suitable for the job because I am young and willing to learn new things.

Preferred occupation

Administrators

Administrative jobs

Procurement officer

Finance jobs

Buyer

Administrative jobs

Bookkeeper

Administrative jobs

Data capturers

Administrative jobs

Call Centre agent

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Johannesburg

Gauteng

Rustenburg

North West

Potchefstroom

North West

Contacts and general information about me

Day of birth

2000-05-31 (23 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 2021.09 iki 2022.03
Company name	Wits Rhi
You were working at:	Call Centre agent
Occupation	Linkage officer
What you did at this job position?	Linkaging. Data capturing. Filing and retrieval of files.

Working period	nuo 2022.04 iki 2023.04
Company name	University of the Witwatersrand
You were working at:	Administrators
Occupation	Finance Administrative Officer
What you did at this job position?	Financial reporting. Generating system purchase orders. I-procurement.

Education

Educational period	nuo 2015.01 iki 2017.12
Degree	Grade 12 / Matric
Educational institution	Sikhululekile secondary school
Educational qualification	National senior certificate
I could work	Yes

Educational period	nuo 2018.01 iki 2021.12
Degree	Certificate
Educational institution	Tshwane university of technology
Educational qualification	National Diploma in accounting
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good
Setswana	fluent	fluent	fluent
isiNdebele	good	good	good

Computer knowledge

Microsoft office, tier.Net, Oracle, Pastel.

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-12-00 (1 years)
Salary you wish	13000 R per month