



Portia Precious Skosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for Administrative, receptionist and data capturing jobs.

I have knowledge and experience in the above mentioned positions.

I have communication, interpersonal, computer skills and I have the ability to work in a team.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Siyabuswa Mpumalanga Pretoria / Tshwane Gauteng Witbank Mpumalanga

Contacts and general information about me

Gender	Female
Residential location	Matjhiding Mpumalanga
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

Company name	CMR NORTH
You were working at:	Administrators
Occupation	Administrative assistant
What you did at this job position?	Data capturing, filing archiving retrieving, photocopy, scanning, printing, typing, answering calls, receiving clients, directing calls and handling enquiries,

Education

Degree	Certificate
Educational institution	Tshwane North College
Educational qualification	N6 Certificate in business management
I could work	An administrator, Administrative assistant, receptionist,data capturing, filing clerk, cashier,sales representative, telesales/marketer, marketing consultant,call centre

Educational period	nuo 2011.01 iki 2013.12
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Degree	Grade 12 / Matric
Educational institution	Sovetjheza Secondary School
Educational qualification	Matric
I could work	Cashier,sales agent,call centre and data capturer

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiNdebele	very good	very good	very good
Sepedi	good	good	do not know

Computer knowledge

I have knowledge and understanding of using Microsoft Office and outlook

Recommendations

Contact person	Neo Mashao
Occupation	Social worker manager
Company	CMR NORTH
Telephone number	+27 72 468 3794
Email address	neo@cmrn.co.za

Additional information

Your hobbies	Walking, watching TV and excersing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-03-00 (3 years)
Salary you wish	R6000 R per month
How much do you earn now	R0:00 R per month