



Porcia Matlou Moyaha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Admin jobs.

I have acquired skills and qualities that match the job description.

My best Qualities includes:

My diligent (Hard working) way of working

My Resourcefulness (interligence) during difficult challenges and my loyalty to others especially my employer.

I am highly Organised and Meticulous(great attention to detail; very careful and precise.)

I am a strong communicator and an excellent collaborator who can work with anyone in the team.

Preferred occupation

Administrators

Administrative jobs

Switchboard operator

Administrative jobs

Receptionist

Administrative jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Operations Clerk

Administrative jobs

Marketing consultant

Ads, marketing jobs

Government jobs

Government jobs

Manufacturing jobs

Manufacturing jobs

Generals

General jobs

Preferred work location

East Rand

Gauteng

Pretoria / Tshwane
Gauteng

West Rand
Gauteng

Contacts and general information about me

Day of birth	1992-04-05 (32 years old)
Gender	Female
Residential location	Johannesburg 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 2023.01 iki 2023.05
Company name	Manhour
You were working at:	HR specialists
Occupation	Operations coordinator
What you did at this job position?	Draft policies and procedures ● Updating of workflow ● Induction and On-boarding of new staff ● New Employee contracts ● Filing of confidential records, both hard copy and electronic. ● Assist with drafting and typing of policies. ● Maintain data integrity ● Man switchboard ● Assist with any other day-to-day work as and when required
Working period	nuo 2021.02 iki 2021.12
Company name	Laerskool Kempton Park
You were working at:	Government jobs
Occupation	Admin assistant
What you did at this job position?	Manage logistics and events or meetings ● Handle scheduling, record-keeping and reporting ● Ensure the school complies with relevant laws and regulations ● Hire, train and advise staff ● Counsel students when needed ● Resolve conflicts and other issues ● Communicate with parents, regulatory bodies and the public ● Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students) ● Help shape and uphold the vision of the school

Education

Educational period	nuo 2016.02 iki 2016.12
Degree	Certificate
Educational institution	Rosebank College
Educational qualification	Higher Certificate in Office Admin
I could work	As an Office Admin

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiZulu	good	good	basic

Computer knowledge

Microsoft Excel, word and power point
skyp, powerpoint.

Conferences, seminars

aws programmes

Recommendations

Contact person	Celest
Occupation	Admin Manager
Company	Manhour
Telephone number	065 604 7127
Contact person	Mr Page
Occupation	Principal
Company	Laerskool Kempton Park
Telephone number	011 945 2312

Additional information

Your hobbies	Jogging
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-08-00 (5 years)
Salary you wish	15000 R per month
How much do you earn now	15000 R per month