



# Faith Ntombenedi Masoga

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My name is Faith Masoga, I am 46 years old. I am highly experienced, with extensive background in Office administration skills, I worked as a Personal Assistant in different departments in a Corporate Environment for 15 years. Part of my duties were to provide administrative support to the Executive's offices, by managing the diary, arrange meetings, assist with recruitment and selection process, arrange interviews, answering and forwarding calls to relevant employees, managing outgoing and incoming correspondences, welcoming visitors, ensuring that logistical needs were met by ordering office supplies and stationery, maintain contacts with internal and external stakeholders.

In May 2021 I had to resign from my previous employer in Polokwane to relocate back home in Kimberley due to unforeseen circumstances. I am currently not working, I will be available for the position immediately if I am given the opportunity.

I firmly believe that a combination of my natural ability, technical expertise and work experience all make me an ideal candidate for this position.

Furthermore, I am keen to join a reputable company like yours, where I will be able to develop useful skills that will be of great value to me later on in my career. I consider myself a productive worker with a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time with minimal supervision, and to the highest standard.

My strengths include, but are not limited to the following:

- A motivated self – starter who takes the initiative, and who can work with minimal supervision.
- Being committed to providing a superior service to any company I work for.
- Organizing and administrative skills with attention to detail.
- Time management.
- Exceptional planning and organizing skills.
- Very good at keeping information confidential
- Problem solving

Preferred occupation

Receptionist

	Administrative jobs
	Data captureurs Administrative jobs
Preferred work location	Kimberley Northern Cape
	Kuruman Northern Cape
	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1977-08-20 (46 years old)
Gender	Female
Residential location	Bloemfontein Free State
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

Additional information

Salary you wish	20000 R per month
How much do you earn now	18000 R per month