



Nthabiseng Sophy Moyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that has an opening that matches my qualifications, admin assistant, general work.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Rustenburg North West
	Other North West North West

Contacts and general information about me

Gender	Female
Residential location	Mogwase North West
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 2022.09 iki 2023.07
Company name	Kitso ya nama
You were working at:	Bartenders
Occupation	Cashier, supervisor, cleaner
What you did at this job position?	I cleaned in the morning, packed up the stock, supervised my co-workers, sold till end of day then calculate all the money the business made for the day. Each and every day.
Working period	nuo 2023.05 iki 2024.03
Company name	Kgamanyane secondary school
You were working at:	Administrators
Occupation	Admin assistant (experiential/practical work)
What you did at this job position?	I answer calls, get messages. Greet and receive guests. Make copies, compose letters. Capture learners' absenteeism in the school's system. Keep the smooth run of the office.

Education

Educational period	nuo 2019.07 iki 2022.07
Degree	Diploma
Educational institution	Orbit tvet college (mankwe campus)
Educational qualification	Management assistant N6
I could work	Reception, Administration

Educational period	nuo 2016.01 iki 2017.11
Degree	Grade 12 / Matric
Educational institution	Rethusegile secondary school
Educational qualification	Matric certification

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good

Computer knowledge

Microsoft office

Additional information

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	350 R per month