



# Snothile Ngema

Curriculum Vitae (CV)

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

Administration, I am a dedicated, organized and industrious individual. I have good interpersonal skills, I am a good team worker, open to learn and develop new skills. I am reliable, trustworthy and responsible. I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities. Moreover, Organised and proactive individual brings enthusiasm for learning from administrative team. Detail-orientated and precise team player. Committed to helping provide positive, productive working environments through comprehensive administrative support. Outgoing Office Administrator with 2 years of experience, which is adding on my 4 years' experience in sales with talent multitasking to complete daily duties while resolving issues as they arise. Friendly and respectful with positive attitude that creates warm and inviting office atmosphere.

### Preferred occupation

Receptionist  
Administrative jobs

Sales representative  
Sales jobs

Receptionists  
Hotel jobs

Government jobs  
Government jobs

Shop assistants  
Retail, store jobs

### Preferred work location

East Rand  
Gauteng

Marblehall  
Limpopo

## Contacts and general information about me

Day of birth 1995-08-23 (28 years old)

Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### Additional information

Salary you wish	R 13 000 R per month
How much do you earn now	R 9 000 R per month