



Thandi Veronica Motaung

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I studied marketing management at MALUTI TVET college. and still waiting for my marketing diploma certificate. Marketing management subjects are as follow: Marketing communication, marketing research, sales management and also marketing.so with this subjects i can be able to work as administrator also because of communication.

additionally, i have worked with Thebe District Hospital as a intern Secretary/PA for CEO office and also as HR assistant at pick n pay, where i strives to maintain high standards for effectiveness, precision, dependability, and attendance. i am a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties,i am an extremely friendly and organised professional with proven administration skills,

highlights of my experience include:

* performing a range of office activities - including typing, filling, data entry, and supply tracking.

* excelling at balancing multiple tasks while providing top - level organisation, interpersonal, and communication skills.

* proficiency in Microsoft Word, Excel, PowerPoint, and outlook.

* Demonstrating superior communication and interpersonal skills, along with a solid commitment to providing outstanding support within fast - paced office environments.

Preferred occupation

Sales administrator
Sales jobs

Secretaries
Administrative jobs

Personal assistant
Administrative jobs

Data capturers
Administrative jobs

Front Desk Agent
Administrative jobs

Switchboard operator
Administrative jobs

Marketing assistant
Ads, marketing jobs

Marketing consultant
Ads, marketing jobs

Government jobs
Government jobs

Generals
General jobs

Preferred work location

Bethlehem
Free State

Phuthaditjhaba
Free State

Bloemfontein
Free State

Kroonstad
Free State

Drakensberg
KwaZulu-Natal

Embalenhle
Mpumalanga

Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1985-09-24 (40 years old)
Gender	Female
Residential location	Harrismith Free State
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

Additional information

Salary you wish	10000 R per month
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