



# Tumelo Mphogo

Curriculum Vitae (CV)

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

Contributing to the growth and success at three different organizations in the past 3 years, I am seeking new challenges with a company in need of someone with exceptional planning, leadership, and management abilities.

Given my responsibility to not only manage a team of five in a busy, medium-sized office, but also be primarily responsible for coordinating all office functions, I am accustomed to performing important tasks in a high-pressure environment. The following are highlights of my skills and accomplishments:

Serving as a reliable and trusted assistant to a number of senior executives

Strong experience managing company budgets, policies and procedures

Supervising and hiring clerical staff; administering records management systems, event planning, preparing reports and presentations

High computer proficiency including MS Office Suite, QuickBooks

I know that my proven leadership skills, strong commitment to high ethical and professional standards, and flexibility in devising proactive responses to changing socioeconomic conditions would allow me to make a significant contribution to the Company team.

I believe that my combination of experience, skills and a positive attitude makes me an ideal candidate to fill this position. If there is any more information that you would like me to provide, please do not hesitate to contact me.

Preferred occupation                      Generals  
General jobs

Preferred work location                  Pretoria / Tshwane  
Gauteng

### Contacts and general information about me

Day of birth	2004-12-03 (21 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	15 500 R per month
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