



Nthabiseng Masogo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist or front-desk role where I can use my customer service, communication, and organizational skills to support daily office operations and provide a professional first point of contact.

I am reliable, punctual, and hardworking, with strong communication and customer service skills. I pay close attention to detail, work well under pressure, and adapt easily to new environments. I am also friendly, professional, and willing to learn.

Preferred occupation Receptionist
 Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1984-06-25 (41 years old)

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Work experience

Working period **nuo 2015.07 iki 2026.01**

Company name E. K. MAKGOTLOE OPTOMETRIST

You were working at: Receptionist

Occupation **RECEPTIONIST**

What you did at this job position? Assisted with Medical AID claims, payments, basic administrative duties, patient records and filing systems.

Working period	nuo 2012.07 iki 2014.08
Company name	S.A MINT
You were working at:	Pickers, packers
Occupation	Packer
What you did at this job position?	Packed, labelled and inspected South African coins according to strict quality and safety standards

Working period	nuo 2011.06 iki 2012.06
Company name	MARCOM PLASTIC
You were working at:	Pickers, packers
Occupation	Packer
What you did at this job position?	Packed, labelled and inspected plastic products according to quality and safety standards

Education

Educational period	nuo 2004.02 iki 2005.01
Degree	Certificate
Educational institution	STANDFORD COMPUTER & BUSINESS COLLEGE
Educational qualification	END USER COMPUTING & INFORMATION TECHNOLOGY COURSE
I could work	General work
Educational period	nuo 2015.02 iki 2015.06
Degree	Certificate
Educational institution	KERNBRIDGE FET COLLEGE
Educational qualification	BASIC AMBULANCE COURSE
I could work	General work

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Recommendations

Contact person	MAHLATSE MOIMA
Occupation	PODIATRIST
Company	MOIMA PODIATRY
Telephone number	0813721959
Email address	moimamij@gmail.com

Contact person	KGOMOTSO MAKGOTLOE
Occupation	OPTOMETRIST
Company	E. K. MAKGOTLOE
Telephone number	0723949323
Email address	pelotsotso@gmail.com

Contact person	PATRICIA BUTJIE
Occupation	SOFTWARE ENGINEER
Company	FNB
Telephone number	0722379433
Email address	patricia.butjie@fnb.co.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-08-00 (15 years)
Salary you wish	12000 R per month
How much do you earn now	8000 R per month