



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) |
| Gender | Female |
| 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

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|--------------------------|-------------------------------------|
| 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 |