



Magdalena Montshosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, I'm someone who believes in learning continuously and delivering quality work. I focus on improving my skills, understanding expectations clearly and contributing positively to the team. This role will allow me to grow and it matches my strengths.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1985-07-24 (40 years old)
Gender	Female
Residential location	Rustenburg North West
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

Work experience

Working period	nuo 2010.09 iki 2023.03
Company name	Edgars
You were working at:	Sales consultant
Occupation	Receptionist
What you did at this job position?	Welcome customers , deliver exceptional customer service, receive call and directions them to relevant department, take messages,prepare meeting rooms and use excel , Microsoft and powerpoint

Education

Educational period	nuo 2000.01 iki 2002.11
Degree	Grade 12 / Matric

Languages

Language	Speaking level	Understanding level	Writing level
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English

fluent

fluent

fluent

Computer knowledge

Excel, Microsoft and powerpoint

Recommendations

Contact person	Neo phutu
Occupation	Manager
Company	Edgars
Telephone number	0659514474
Email address	neophuthu@gmail.com

Additional information

Your hobbies	I like working with people a lot and spend time to myself
Salary you wish	R9000 R per month