



Ramokone Beauty Mothapo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am 28 years of age, staying at Pretoria. I am looking for Office Administration job or any vacancy that is available at the moment. I do have Matric and Computer Skills. I am a hard working person, people's person, team player with good communication skills. I have 2-3 years of Sales Experience & Admin Experience. I am available immediately.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1988-11-29 (37 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2013.08
Company name	Edcon Legit Store
You were working at:	Cashiers
Occupation	Admin Assistant
What you did at this job position?	Banking, Filling, Data capturing and Faxing/Emailing

Education

Educational period	nuo 2010.02 iki 2011.07
Degree	Certificate
Educational institution	FET COLLEGE (POLOKWANE)
Educational qualification	Grade 12
I could work	because I am a hard worker and team player

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiZulu	fluent	fluent	good

Computer knowledge

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint & Internet

Conferences, seminars

FET COLLEGE (POLOKWANE)

15-02-2010

Recommendations

Contact person	0714299654
Occupation	Manager
Company	Legit
Telephone number	0152971476
Email address	mothaporb@gmail.com

Additional information

Your hobbies	READING Books AND WRITING
Driver licenses	None
Salary you wish	R3500 R per month
How much do you earn now	3300 R per month