



Murwa Raney Thidziambi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Yours Sinisterly

Murwa Raney Thidziambi

Cell 0727416714

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Preferred occupation

programming

The cover letter to

IT, computing jobs

Dear Sir/Madam

Preferred work location

Polokwane / Pietersburg

My name is Murwa Raney Thidziambi I would like to apply for the advertised post for Administrator,

am and excellent planner, good organizer person who is detailed to communicate with different

Contacts and general information about me

people. a skills person who work well with different types of people leader who demonstrates well

Day of birth 1987-10-21 (38 years old)

proper procedure, able to develop and implement project effectively, sees through to completion on

Gender Female

time. Take initiative, responsible and a good listener observation and writing are added skills.

Residential location Johannesburg

Able to communicate in four language and ambition go getter who enjoy leaning new thing, enjoy

hard work and able to work under pressure An able to reach the target and can work over time.

Office management kills and public work experiences,

Email address

Information is available only for registered users.

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DUTIES

Work experience

You were working at:

Builders

Office administrative on educational assistant, Capturing of Annual Survey Schools forms and

Additional information

verifying them by checking whether they are complete by required standard guidelines.

Salary you wish 12000 R per month

Collecting and checking physical and electronic, data Administrative activities including

photocopying, filling, managing records. Management of ESSP Data, safe keeping of Program

payment files, employees contracts, attend ESSP Meetings and taking Minutes

Attending incoming and outgoing corresponding including answering internal and external

telephones, Emails and taking message, assisting of financial quires form the EWP members

Good communication skill computer literacy, good research and office management skills in public work

Name of company currently am at Department of Education, doing admiration before I was at

STATISTIC SOUTH AFIRACA it was a contract.

QUALIFICATION

Matriculated, Diploma in IT Programming