



Boitumelo Grace Moatlhodi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I AM LOOKING FOR ADMINISTRATION OR OFFICE CLERK JOB

COMMUNICATION SKILL

EXCELLENT TELEPHONE MANNER

ABLE TO WORK UNDER PRESSURE

ABILITY TO MAINTAIN CONFIDENTIALITY

STRONG ORGANIZATIONAL AND ADMINISTRATION SKILLS

EXCELLENT WORKING KNOWLEDGE OF MICROSOFT OFFICE (M.S, EXCEL, POWER POINT AND INTERNET)

ABILITY TO TYPE AT LEAST 50 - 60 WPM

Preferred occupation student
Administrative jobs

Preferred work location Bethlehem
Free State

Contacts and general information about me

Day of birth	1986-02-13 (39 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2012.01 iki 2012.12
Company name	MARANG I, SCHOOL
You were working at:	Jobs for students
Occupation	OFFICE CLERK
What you did at this job position?	TYPING, MAKING COPYS, EMAILS, ANSWERING PHONE, TAKING MASSEGES, CUPTURE INFORMATION

Education

Educational period	nuo 2005.01 iki 2010.06
Degree	Certificate
Educational institution	MOTHEO (FET) COLLEGE
Educational qualification	BUSINESS MANAGEMENT N4 AND N5 CERTIFICATE
I could work	YES

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	basic	basic	basic
Sesotho	very good	very good	very good

Computer knowledge

M.S WORD
EXCEL
DATABASE
INTERNET
EMAIL
POWER POINT

Conferences, seminars

NONE

Recommendations

Contact person	MRS V. CHOBOKOANE
Occupation	EDUCATOR
Company	DEPARTMENT OF EDUCATION
Telephone number	0730582462
Contact person	MRS S. MABILO
Occupation	OFFICE CLERK
Company	DEPARTMENT OF EDUCATION
Telephone number	051 432 1900

Additional information

Your hobbies	MUSIC, SINGING, READING & WATCHING TV
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-08-00 (12 years)

Salary you wish

10,000 R per month