

# Moleck Machacha

## Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I do hereby applying for an administrative/ cum sales posts. I am one of the best well accomplished and multi-skilled in a country with proven achievements and impeccable working knowledge.

I have excellent analytical, negotiating, communicating, presentation and organisational skills. I also have the ability to work under pressure and or minimum supervision.

I hope my application will meet your requirements.

kind regards

## Moleck Machacha

### Preferred occupation

## Administrators

## **Contacts and general information about me**

Day of birth 1995-01-14 (30 years old)

Residential location      Johannesburg  
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 2015.01 iki 2016.11**

Company name Ultramed medical clinic

You were working at: Doctors

## Occupation: All rounder administrator

What you did at this job position? attending patients reporting to the doctor

Working period	<b>nuo 2016.12 iki 2017.10</b>
Company name	Demarhs Car sales
You were working at:	Other jobs
Occupation	Administrator/cum sales executive
What you did at this job position?	manning the office , filling documents

### **Education**

Educational period	<b>nuo 2011.12 iki 2013.11</b>
Educational institution	Pinewood High school
Educational qualification	8 Ordinary level passes
I could work	anywhere

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	fluent	fluent

### **Computer knowledge**

familiar with microsoft , word , excel

### **Conferences, seminars**

N/A

### **Recommendations**

Contact person	Dr .S. Mukonoweshuro
Occupation	GP Doctor
Company	Ultramed medical clinic
Telephone number	+263774352693
Email address	docmkono@gmail.com
Contact person	Mr C Mukucha
Occupation	Sales manager
Company	Demarhs Car sales
Telephone number	+263772907063

### **Additional information**

Your hobbies	travelling , reading magazines
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	5500 R per month