



Tiselane Seboya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As Office Generalist, I have been working at STP Holdings over the past 6 years overseeing the following responsibilities ; I have fulfilled the administration functionality ensuring filing is up to date, the overall Receptionist role where all calls are routed through to my desk where I take messages, understand reason for calls and route to my manager accordingly. I monitor my email with and respond/communicate with our clients via email. I am responsible for preparing invoices on a monthly basis to our clients. I oversee payments and ensure that payments are made accurately and on time. I am also heavily involved in preparation and submission of quotations. I am proud to say I have learnt in abundance from STP Holdings where I am most often self-taught and work under limited supervision. Over my years, working with the CEO of the company has made me the strong, confident, loyal, hardworking and meticulous individual that I am and given me the ability to work under tremendous amounts of pressure and tight deadlines. Most often than not, I manage the business when my employer is out of the country and on business trips. I look after the business and make sure everything runs smoothly from an administrative perspective and overall ensuring nothing falls through the cracks.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Lebowakgomo Limpopo

Contacts and general information about me

Day of birth	1989-05-30 (36 years old)
Gender	Female
Residential location	Johannesburg 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

Additional information

Salary you wish	8000 R per month
How much do you earn now	7500 R per month