



Mmapule Moepeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im am an intern and still studying i intend to study part time once i find a job. i intend to get my diploma and get promoted within the company. i am looking for a receptionist, secretary and P.A and admin work. i am currently working my practicals at Princess High School. and i am doing a very good job, I dont need to speak for my self i have very good references

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1986-07-09 (39 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2012.02 iki 2014.11**

Company name ABSA (SUB CONTRACT)

You were working at: Administrators

Occupation ASSISTANT TO A FINANCIAL ADVISER (SHORT TERM
INSURANCE

What you did at this job position? MARKETING, MANAGING OF POLICIES, ANSWERING CALLS,
HANDLING CLIENTS AND

Education

Educational period **nuo 2018.01 iki dabar**

Educational institution SOUTH WEST GAUTENG COLLEGE

Educational qualification MANAGEMENT ASSISTANT N4

I could work IMMEDIATELY

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good

Computer knowledge

microsoft office, exel, word

Recommendations

Contact person	Mrs EM Powell
Occupation	Principal
Company	Princess High School
Telephone number	0825526395

Additional information

Your hobbies	singing and reading
Driver licenses	None
Salary you wish	7500 R per month
How much do you earn now	3000 R per month