



Elizabeth Boitumelo Nonyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/Madam

I hold a National Diploma in Public Relations Management from the University of South Africa. From May 2017 until November 2018, I was working as an intern for Gauteng Department of Economic Development.

As an intern, I worked in various departments ranging from Corporate Communication, Registry, Administration, Secretariat and Client Relations Management. During my stay at these various departments I was able to accumulate knowledge and skills that enables me to be able to work in a team, be innovative, open to learning, have inquisitive mind and adapt quickly to a new environment

My knowledge and skills include planning, organising and events coordination. I have solid computer literacy, good time management and interpersonal skills. I am respectful, resourceful, energetic and very reliable.

My specialties include office administration, Records management , events planning and coordination and, client liaison.

Yours Faithfully.

Boitumelo Nonyane.

Preferred occupation

Administrators
Administrative jobs

Filing clerk
Administrative jobs

Data capturers
Administrative jobs

Receptionists
Hotel jobs

	Customer care agent Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	East Rand Gauteng
	Sedibeng Gauteng
	West Rand Gauteng

Contacts and general information about me

Day of birth	1989-04-14 (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	7000 R per month
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