



Jane Matunga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I wish to apply for any Admin job, I am a mature lady who is organised and looking for Admin position to enhance my carrier in the development business world. I have a certificate in Business Administration and was an award winner in financial accounting 1 in my Chartered Secretaries Southern Africa studies that I am currently busy with and I have many more of the skills. In a soft skill side, I act in a highly professional, punctual and organised manner and assist above my call of duty.

Preferred occupation

Administrators
Administrative jobs

Receptionist
Administrative jobs

Bookkeeper
Administrative jobs

Part time jobs
Part time, weekend jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1979-12-27 (46 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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Additional information

Salary you wish 8000 R per month