

Monza Makweng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Secretary position I'm taking minutes,travel and submission form ,petty cash,leave audit,internal memorandum,create case file,submission of internal memorandum,send e-mails, arrange the meetings, and shifting of funds.

Preferred occupation Secretaries
 Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1991-02-02 (34 years old)

Residential location Pretoria / Tshwane
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 2019.03 iki 2019.07**

Company name **Home Affairs**

You were working at: Administrators

Occupation secretary

What you did at this job position? Taking minutes, arrange meetings, leave audit, shifting of funds, and sending e-mails

Education

Educational period **nuo 2012.01 iki 2016.11**

Degree Certificate

Educational institution Tshwane South College

Educational qualification N4/N5/N6 all subjects

I could work as a secretary

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sepedi	fluent	fluent	fluent
isiNdebele	good	good	do not know

Computer knowledge

Micro soft office word

Micro soft ecxell

Recommendations

Contact person	Annitjie Smuts
Occupation	senior administration clerck
Company	Home Affairs
Telephone number	0846018332
Email address	Annitjiesmutsdha@gov.za

Additional information

Your hobbies	I'm a hardworker i can work under pressure I can work overtime
Driver licenses	None
Salary you wish	R6000.00 R per month
How much do you earn now	R45000.00 R per month