



Shoneze Moosa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

organization.

Thank you for taking the time to read through my application in regards to the position advertised by your company.

Kind Regards

Preferred occupation: Personal assistant
 As a passionate, determined, goal-driven and dynamic person, I continually try to inspire others to achieve optimal results. I have gained invaluable experience and believe that I can achieve anything I set my mind to.
 Preferred work location: Pretoria / Tshwane
 Gauteng

Johannesburg

Gauteng

With excellent communication, networking and well-developed interpersonal skills, I integrate well

within a team and have the ability to form trusted relationships with subordinates, clients as well as

Contacts and general information about me

superiors.
 Day of birth: 1975-11-15 (50 years old)

Gender: Female

Whilst focusing on the job, I am able to keep my eye on the horizon, growing and adapting

Residential location: Pretoria / Tshwane

Gauteng

organically to the environment that I am placed in. My proven track record of responsibility,

Telephone number: Integrity and commitment to company objectives has allowed me to be innovative in unlocking my

Information is available only for registered users.

[Sign in](#)

growth. It is my strong belief that the detail lies in the execution, focus and timing.

Email address: Information is available only for registered users.

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My working style is based on mutual respect, honest communication and trust, whilst keeping an

Additional information

eye on the bottom line. I maintain a strong work ethic and governance and have a healthy

Salary you wish: 20000 R per month
 Competitive attitude and thrive under pressure.

How much do you earn now: 0183 R per month

Positions Held:

- PA Secretary to Senior/Divisional Manager and Project Co-Ordinator To Senior Manager For Department Of Basic Education And Higher Education (DBE AND DHET)
- Admin Support – Medical Centre
- PA / Secretary
- Senior Secretary for 6 Managers
- Senior Travel Consultant
- Customer Service Agent / Ground Hostess
- Girl Friday/Receptionist
- Call Centre Operator

I feel certain that the skills I have gained throughout my career will be of value to you and your