



# Mmatjatji Lorraine Boya

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm a hard working lady who is always ready to learn something new. I have over 5 years experience in administrative work with computer literacy, communication skills, organizational skill, strategic planning skills, multitasking skills, report writing and telephone techniques. I'm willing to offer my self, skills and experience to an organization that is also will to let me learn more and be flexible within the organization.

### Preferred occupation

**Paralegals**

Law, legal jobs

**Secretaries**

Administrative jobs

**Receptionist**

Administrative jobs

**Personal assistant**

Administrative jobs

**HR intern**

Management, human resources jobs

**Filing clerk**

Administrative jobs

**Project managers**

Management, human resources jobs

**Data capturers**

Administrative jobs

### Preferred work location

**Pretoria / Tshwane**

Gauteng

**Johannesburg**

Gauteng

**East Rand**

Gauteng

## Contacts and general information about me

Day of birth

1989-09-15 (36 years old)

Gender

Female

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.*  
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#### **Additional information**

Salary you wish 10000 R per month

How much do you earn now 7120 R per month