



Nonhlanhla Saohatsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi recruiter/s

I am an office Assistant/Administrator who brings an unrivalled level of experience having had a great successful career with previous employer/s this has included growing and improving efficiently within the company and as a person. I am looking for a challenge as I am eager to learn and know more

Am looking for a company that has a room for growth to maybe see myself as one of the superior/s one day. As I'll be relocating to Mpumalanga(Emerlo) soon.

My CV is enclosed with details of my ability to produce exceptional results and adherence to the required position offered by the company.

Am looking forward to hearing from you.

Kind regards

Ms Nonhlanhla Saohatsi

Preferred occupation

Dispatchers
Administrative jobs

Filing clerk
Administrative jobs

Generals
General jobs

Preferred work location

Ermelo
Mpumalanga

Contacts and general information about me

Day of birth 1982-05-22 (41 years old)

Gender Female

Residential location Sedibeng
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 2003.07 iki 2007.07**

Company name Bp Express (filling station)

You were working at: Data capturers

Occupation Admin clerk

What you did at this job position? I did all the Grv invoice capturing,all office filing,answering of calls,ordering shop stock and handing expired stock to the sales reps,cash handling and interacting with Cash in transit services..

Working period **nuo 2010.10 iki 2015.03**

Company name Wiesenhof coffees

You were working at: Waiters, waitresses

Occupation Waitress

What you did at this job position? Customer service.Meet,greet and sit customers,taking their drinks and food orders,making sure they are well served giving them their tab so they can pay. And cash handling.

Working period **nuo 2017.07 iki 2019.12**

Company name Big Save(Amandla consulting agency)

You were working at: Wholesaler

Occupation Cashier

What you did at this job position? Customer service

Education

Educational period **nuo 2005.07 iki 2005.12**

Degree Diploma

Educational institution Rosebank College

Educational qualification Office Administration diploma

I could work I could work on office Assistant/Administrator/clerk position

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	good	good	good
isiZulu	very good	very good	basic
Afrikaans	basic	basic	basic

Computer knowledge

I have a basic computing certificate from Rosebank College in braamfontein

Recommendations

Contact person	Mr Sipho Nxusa
Occupation	Manager and Owner
Company	Bp Express
Telephone number	016 583 0448 or 082 903 9430

Additional information

Your hobbies	Reading ,watching movies and spending time with family especially my son
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-10-00 (5 years)
Salary you wish	8000+ R per month
How much do you earn now	Currently Unemployed R per month