



# Nkae Motete

Curriculum Vitae (CV)

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

Planning, Scheduling of meetings and events

- Providing customer service
- Managing inventory of assets and supplies
- Submitting invoices Sending out and receiving mail
- Sending faxes and emails
- Managing documents and files

I can confidently declare that through my working experience I have gained the following attributes ;Computer literacy advanced level, Business Functionality, Mathematical Analytical Skills and to be an innovative thinker that will be become essential within your organization as it requires but not limited to; Organize patient files at facilities; filing and retrieving of files Record, compile and sort documents for data entry.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1996-02-22 (29 years old)
Gender	Female
Residential location	Bethlehem Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	15000 R per month
How much do you earn now	12000 R per month