



# Mmabatho Potwana

Curriculum Vitae (CV)

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

I am a diligent, dedicated worker who likes to give my best in every task I perform. I am highly organised and efficient and am now looking for a new environment to keep my typing skills up to date and to continue improving my typing speed on a daily basis.

Honestly, I possess all the skills that you're looking for. I'm pretty confident that I am the best candidate for this job role. It's not just my background in auditing and accounting that makes me a detailed and accuracy seeking individual, but also my people skills, which will be applicable in this position.

Please see my skills below:

Administrative skills and organization

Computer competences and knowledge of word processors

Attention to details and accuracy

Confidentiality

Being able to work under pressure

Time management

Effective communication

Teamwork

Quality focus

Preferred occupation	Data capturers Administrative jobs
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Preferred work location	Johannesburg Gauteng
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## Contacts and general information about me

Day of birth	1986-08-21 (37 years old)
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Gender	Female
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Residential location	Johannesburg Gauteng
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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

8500 R per month