



Tsepo Matlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk.

My positive points are:

I am a hardworking, motivated and enthusiastic Administrative Clerk with a proven track record in business administration and project management. I always strive to achieve the highest standard possible, at any given task and in any situation. I possess excellent communication and IT skills with advance knowledge of MS Office, quick to grasp new ideas and concepts and always keen to develop new skills and expertise. I'm able to work well both independently and as part of a productive team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

Preferred occupation	Administrators Administrative jobs
Preferred work location	eMakhazeni / Belfast Mpumalanga

Contacts and general information about me

Day of birth	1988-02-15 (36 years old)
Gender	Male
Residential location	Standerton Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	14000 R per month
How much do you earn now	14475 R per month