



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.

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|-------------------------|---------------------------------------|
| 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 |