



Reneilwe Mogotsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist, secretarial, personal assistant, or data capturing job. These jobs are interlinked so I believe that I can do any of them without a glitch. I have worked as an internet cafe assistant my duties were to manage the front shop area independently, welcoming and receiving clients and customers, handling the cash register, and front house computer, stocktaking of stationery and items for sale, typing up documents and editing existing documents on Word, Excel, PowerPoint, etc, record keeping and data capturing, designing logos, business profiles, business cards, etc. As a Personal Assistant organizing travel, organizing and planning meetings, taking notes, and writing minutes during meetings, answering phone calls, etc. I type 60 wpm, I have more than 10 years of work experience and with all this experience I believe I'll be the best candidate for any job I apply for. I work well with people, and I'm not afraid to ask when I do not understand something. I definitely work well in a team.

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|-------------------------|--|
| Preferred occupation | Data capturers Administrative jobs |
| | Receptionist Administrative jobs |
| | Administrators Administrative jobs |
| | Personal assistant Administrative jobs |
| Preferred work location | Johannesburg Gauteng |
| | West Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1982-08-15 (42 years old) |
| Gender | Female |
| Residential location | West Rand Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> |

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Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 10000 R per month |
| How much do you earn now | 8000 R per month |