



Ntombizanele Motsoahole

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Job,Im a hard work & im a team player,im not scared of lot of work.

Preferred occupation Secretaries
Administrative jobs

Preferred work location Free State

Contacts and general information about me

Day of birth 1983-05-18 (41 years old)

Gender Female

Residential location Theunissen
Free State

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2010.03 iki 2021.01**

Company name Ok grozer

You were working at: Generals

Occupation Cashier

What you did at this job position? Helping costumer to pay

Working period **nuo 2009.01 iki 2010.02**

Company name Creative Mind Computer training

You were working at: Managers

Occupation Acting Center Manager & Instructor

What you did at this job position? Handling Administation & as a Acting Center Manager

Working period **nuo 2008.01 iki 2008.12**
 Company name Concordia High School
 You were working at: Secretaries
 Occupation Administration Clerk
 What you did at this job position? Filling, Answering telephone, typing letters & memorandum

Education

Educational period **nuo 2005.01 iki 2007.01**
 Degree Certificate
 Educational institution Vuselela College
 Educational qualification Management Assistant
 I could work As a Administration Clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	good	basic	basic

Computer knowledge

Pastel partner 2007
 Ms Word level 1,2,3
 Ms Excel level 1,2,3
 Ms Access
 Ms Power Point
 E-mail Outlook

Recommendations

Contact person Mr Bob
 Occupation Business Man
 Company Creative Minds
 Telephone number 0837588386
 Email address Bob@gmail.com

Additional information

Your hobbies Love to read
 Play net ball
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2019-03-00 (5 years)
 Salary you wish R6000 R per month
 How much do you earn now R4200 R per month

