



# Ruth Moraka

Curriculum Vitae (CV)

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

Office Admin, Good in Customer service relations, hard worker, willing to learn and grow.work under pressure. Team work.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Sales administrator</b> Sales jobs
	<b>Buyer</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1978-09-30 (45 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.11 iki 2020.09</b>
Company name	Bidvest Paper Plus
You were working at:	Operations Clerk
Occupation	Customer service clerk
What you did at this job position?	Customer service duties, buying stock from factories, filling, creating PO's, Sales Orders, Invoicing,

## Education

Educational period	<b>nuo 1994.01 iki 1997.11</b>
Degree	Grade 12 / Matric
Educational institution	Hans Kekana High School
Educational qualification	Matric

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good
isiZulu	very good	very good	very good
Sepedi	good	good	good
Sesotho	good	good	good
Setswana	fluent	fluent	fluent

### Computer knowledge

Literate

### Recommendations

Contact person	Kagisho Mashupane
Occupation	Key Accounts Manager
Company	Lithotech Sales Gauteng
Telephone number	079 4642 692
Email address	kagishom@lithotech.co.za

### Additional information

Your hobbies	Socializing. Reading.
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	8500 R per month