



# Bertha Masemola

Curriculum Vitae (CV)

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

I am very outgoing person, learning new skills and doing what is out of my category.i feel You should hire me for my passion and proven abilities in organization for office efficiency. I pride myself on my time-management, coordination and interpersonal skills. In my previous role as an administrative assistant, I came up with a plan to reorganize the office supply closet by category.which worked out really well for everyone.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Car drivers</b> Driver jobs
	<b>Secretaries</b> Administrative jobs
	<b>Switchboard operator</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1996-02-28 (28 years old)
Gender	Female
Residential location	<b>Johannesburg</b> 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 **nuo 2016.03 iki 2017.03**  
 Company name Isiphethu Water services  
 You were working at: Construction manager  
 Occupation administration  
 What you did at this job position? filling in tender documents,switchboard,scheduling appointments,completing genral ofiice taks,typing documents and filing

Working period **nuo 2017.07 iki 2021**  
 Company name strauss and co.  
 Occupation receptionist  
 What you did at this job position? switchboard,filling,ordering stationery,booking appointments,typing documents and general office duties

**Education**

Educational period **nuo 2014.02 iki 2016.11**  
 Degree Diploma  
 Educational institution IIE rosebank college  
 Educational qualification Business Management  
 I could work as anything with the qualification i have, i could work as an assistant,manager,clerk,admin,and many more

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	very good	fluent	good
isiZulu	basic	good	do not know

**Computer knowledge**

microsoft word,microsoft excel,corel paint shop,

**Additional information**

Your hobbies outgoing person, meeting new people,shopping, learning new things,exploring more  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2017-04-00 (7 years)  
 Salary you wish 15 R per month  
 How much do you earn now 14 R per month