



Emily Motaung

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I love very challenging jobs, jobs in which i get to learn new thing e.g technology that keeps improving. I'm a dedicated person who is capable to work alone and in group,I'm a fast learner who copes well under pressure. I respect time and my work very much, I can multitask very much well.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Free State

Contacts and general information about me

Day of birth	1987-04-12 (37 years old)
Gender	Female
Residential location	Bethlehem Free State
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

Work experience

Working period	nuo 2013.06 iki 2015.10
Company name	Eminence Corporate Solutions
You were working at:	Receptionists
Occupation	admin assistant
What you did at this job position?	data capture,filing,receiving calls

Education

Educational period	nuo 2019.01 iki 2020.09
Degree	Certificate
Educational institution	Maluti TVET College
Educational qualification	N6

Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	fluent	fluent
Sepedi	very good	very good	very good
Sesotho	fluent	fluent	fluent

Computer knowledge

I am computer literate, I know microsoft word, excel powerpoint

Recommendations

Contact person	Julia Dlamini
Occupation	MD
Company	Eminence Corporate Solutions
Telephone number	0814977245

Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	5000-10000 R per month
How much do you earn now	3500 R per month