



# Makoea Paulina Matse

Curriculum Vitae (CV)

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

Administration work or Data capture.

To contribute to the successful management, growth, research and development of an organization by leading initiative that utilize my knowledge, skills, qualifications, experience and creative innovations to achieve organizational mandates, objectives and goals

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

## Contacts and general information about me

Day of birth	1985-07-22 (39 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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 2007.06 iki 2013.12</b>
Company name	Moses investment cc.
You were working at:	Data capturers
Occupation	Customer service
What you did at this job position?	Capturing information on the system for new meter numbers and solving customers problems
Company name	Smart park Pty LTD
You were working at:	Customer care agent
Occupation	Supervisor
What you did at this job position?	Supervising the staff, making sure that all is order on sites, capturing daily documents and do daily banking

**Education**

Educational period                    **nuo 2007.01 iki 2008.12**  
 Degree                                        Diploma  
 Educational institution                AT Computer College  
 Educational qualification              Secretarial Diploma  
 I could work                                As an Admin clerk, customer service and cashier

Educational period                    **nuo 2001.01 iki 2006.12**  
 Degree                                        Grade 12 / Matric  
 Educational institution                Motse Maria High School  
 Educational qualification              Metric Certificate  
 I could work                                As general worker

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	fluent	fluent	fluent

**Computer knowledge**

I can operate all windows and Microsofts

**Additional information**

Your hobbies                              Playing netball and cleaning  
 Driver licenses                            C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from                      2016-12-00 (8 years)  
 Salary you wish                          8000 R per month  
 How much do you earn now            7500 R per month