



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2007.06 iki 2013.12
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

Language	Speaking level	Understanding level	Writing level
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 (7 years)
 Salary you wish 8000 R per month
 How much do you earn now 7500 R per month