



Boipelo Motswatswa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator i have experience and qualifications

- Scanning & Filling Documents
- Maintaining filling
- Answering calls and escalating them
- Process claims and payments
- Issue payment letters & tax certificates to clients
- Loading monthly pricing
- Attend to client queries
- Daily report of tasks
- Ability to work as a team
- Ability to multitask
- Good telephone technique
- Good with MS Package

Preferred occupation	Administrators Administrative jobs
Preferred work location	Gauteng

Contacts and general information about me

Day of birth	1995-07-29 (28 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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

Additional information

Salary you wish	7000 to 8000 R per month
How much do you earn now	8000 R per month