



# Mothonyana Maria Kwena

Curriculum Vitae (CV)

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

I am highly organized approachable and willing to learn seeking for part time or full time position where I can lend my knowledge to help your organization improve profitability

Preferred occupation	Operations Clerk Administrative jobs
	Car drivers Driver jobs
	Promoter Sales jobs
Preferred work location	Potchefstroom North West

## Contacts and general information about me

Day of birth	1982-07-21 (42 years old)
Gender	Female
Residential location	Potchefstroom North West
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 2020.01 iki 2020.09</b>
Company name	Nestle
You were working at:	Truck drivers
Occupation	Counter balance forklift operator
What you did at this job position?	Inbound and Outbound using SAP applications, inventory and stock management and Forklift operator

Working period **nuo 2017.11 iki 2018.03**  
 Company name Nestle  
 You were working at: Accountants  
 Occupation Business Processes Specialist  
 What you did at this job position? Manage process orders using SAP applications and stock management

Working period **nuo 2017.10 iki 2013.10**  
 Company name Nestle  
 You were working at: Operations Clerk  
 Occupation Production Administrator  
 What you did at this job position? Analysis process orders variances, data capturing on SAP and filing and other administrative duties

**Education**

Educational period **nuo 2014.01 iki 2014.06**  
 Degree Grade 12 / Matric  
 Educational institution Basupi Adult based education and training

Educational period **nuo 2007.01 iki 2007.08**  
 Degree Certificate  
 Educational institution Crescent of hope skill training center  
 Educational qualification Computer literacy  
 I could work Microsoft office

Educational period **nuo 2013.08 iki 2015.09**  
 Degree Certificate  
 Educational institution Intec distance learning college  
 Educational qualification General Administration  
 I could work Office Clerk or administrator

Educational period **nuo 2019.03 iki 2021.11**  
 Degree Certificate  
 Educational institution IQ academy  
 Educational qualification Office Administrator  
 I could work Office Clerk or Administration

**Languages**

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

**Recommendations**

Contact person	Lilla Adams
Occupation	Financial clerk
Company	NWU
Telephone number	0624087063
Contact person	Schalk van der merwe
Occupation	Production manager
Company	Nestle
Telephone number	0828010796
Email address	schalkvandermerwe@za.nestle.com
Contact person	Delowe Sibeko
Occupation	Production team leader
Company	Nestle
Telephone number	0726808382
Email address	deliwesibeko@gmail.com

**Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-00-00 (7 years)
Salary you wish	R8500 R per month