



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

Work experience

Working period	nuo 2020.01 iki 2020.09
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 (6 years)
Salary you wish	R8500 R per month