



Reabetswe Motsepe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an experienced administration supervisor working in the financial services industry who holds a BCOM Information Systems degree from the University of South Africa. While studying towards my degree, I worked as a sales representative and cashier for two major retailers in the country. This allowed me to develop some of my softer skills such as communication, time management, developing discipline, and staying motivated to work and study. After completing my studies, I got contractually hired as an HR administrator at the Automobile Association of South Africa (AA). I then proceeded to work as an administrator in the Administration and Billing department at Numsa Investment Company. After several years there, I was promoted to a supervisory role, in 2016, in which I lead a team of 4 administrators. My background has consistently been characterized by my steadfast dedication to supporting executive-level personnel and achieving organizational objectives from supervising staff and updating procedures to planning communication systems and overseeing accounting and revenue collection. My proven ability to strategically define and meet goals, along with my organization and time management capabilities, position me ready to excel in any role.

Preferred occupation	Debtors clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1982-11-25 (42 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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	R30 000 R per month
How much do you earn now	R24 700 R per month