



# Mpho Motahane

Curriculum Vitae (CV)

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

I'm looking for a receptionist position.

1. Great communication skills.
2. Excellent organizational skills
3. Customer service
4. Multitasking

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Ermelo Mpumalanga
	Durban City KwaZulu-Natal
	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1984-08-22 (40 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2006.01 iki 2006.07</b>
Company name	The 13th Check cc
You were working at:	Other jobs
Occupation	Receptionist
What you did at this job position?	Switchboard operator

Working period **nuo 2019.02 iki 2019.07**  
 Company name Kaefer Thermal Contracting services  
 You were working at: Maintenance Contractor  
 Occupation Site Administrator  
 What you did at this job position? Admin for all departments

**Education**

Educational period **nuo 1999.01 iki 2004.12**  
 Degree Grade 12 / Matric  
 Educational institution Reasoma high school  
 Educational qualification Certificate

Educational period **nuo 2005.01 iki 2005.12**  
 Degree Certificate  
 Educational institution PC Training & Business College  
 Educational qualification Business Administration services specializing in call Centre administration

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Sesotho	very good	very good	good
Setswana	very good	very good	good

**Computer knowledge**

Microsoft word  
 Microsoft excel  
 Internet  
 Email  
 PowerPoint

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2015-11-00 (9 years)  
 Salary you wish 10000 R per month