

Patricia Matlhare

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office administrative, since i grow up I was looking forward to work at your company, and I am willing to grow with the company to bring a more effort it is now in the company. I am a hard worker, I can even work extra miles if there's a shortage of staff in the shift, so that the work can go up wards.

Preferred occupation

Administrators Administrative jobs

Preferred work location

Kuruman Northern Cape

| Contacts and general information about me | | | |
|---|---|--|--|
| Day of birth | 1991-04-13 (33 years old) | | |
| Gender | Female | | |
| Residential location | Kuruman Northern Cape | | |
| Telephone number | Information is available only for registered users. <mark>Sign in</mark> | | |
| Email address | Information is available only for registered users. <mark>Sign in</mark> | | |
| Work experience | | | |
| You were working at: | Network administrators | | |
| Occupation | Administrator | | |
| What you did at this job position? | I was at a frond tesk to help the people who want to know information about the company how it works. | | |
| Working period | nuo 2010.08 iki 2021.10 | | |
| Company name | Interteck | | |
| You were working at: | Labourers | | |
| Occupation | Sample prepared | | |
| What you did at this job position? | Samples prepare and writeto write the name of production on the tag | | |
| Education | | | |

| Educational period | nuo 2010.01 iki 2 | nuo 2010.01 iki 2016.12 | | |
|---|---------------------------|-------------------------|---------------|--|
| Degree | Grade 12 / Matric | | | |
| Educational institution | Matric | | | |
| Educational qualification | Office Administrator | | | |
| I could work | Yes | | | |
| Languages | | | | |
| Language | Speaking level | Understanding level | Writing level | |
| Setswana | fluent | very good | good | |
| Computer knowledge | | | | |
| | | | | |
| .Computer literate - internet, E-mail, MS Word and MS Excel | | | | |
| .Strong Communication | | | | |
| | | | | |
| Recommendations | | | | |
| Contact person | Lwazie | | | |
| Occupation | Supervisor | | | |
| Company | Interteck | | | |
| Telephone number | 0781702528 | | | |
| | | | | |
| Additional information | | | | |
| Your hobbies | Read and netball | | | |
| | | | | |
| Driver licenses | None | | | |
| Driver licenses Salary you wish | None R12000 R per mont | h | | |

Jobin.co.za