



Dimakatso Ayanda Moloi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

With the experience under my belt, I'm looking for an opportunity to take the next step in my career. I'm hoping to do so in an organisation that works to improve the environment, which is something I'm passionate about.

Preferred occupation: Administrators
Administrative jobs
 The administrative officer/ assistant might seem like someone whose job is simply keeping everything filed and organised and scheduled. But they actually are the building block of the entire office, making everyone's lives function more smoothly and with good access to information when they need it.
Preferred work location: Bloemfontein
Free State

Contacts and general information about me

I see being an administrative officer/ assistant as crucial piece of the functioning of an entire office and it is my job to make that happen. I enjoy making things flow more smoothly and I have 3 years experience doing that.
Day of birth: 1995-04-03 (29 years old)
Gender: Female
Residential location: Bethlehem
Free State
 I prefer a supervisor who gives me the information I need to complete tasks and who sets clear expectations but also trusts me to complete those tasks without being micromanaged. Because I am organised and efficient at managing my time, I don't need someone to check in regularly to make sure I am staying on task and productive. I also appreciate occasional feedback that lets me know how I am doing and gives me suggestions for improvement if there are any.

Work experience

Working period: nuo 2020.03 iki 2021.08
 I am known for being a detail-oriented, well organised team player. I never miss deadlines, I'm a good communicator and I can juggle multiple tasks at once. In my personal reviews, my previous supervisor always noted that she appreciates my professionalism and enthusiasm for the job.
Company name: Phekolong District Hospital
You were working at: Administrators
Occupation: Administration Clerk, Ward Clerk and Supply Chain Clerk
What you did at this job position? Admitting and discharging patients on the PADS System. I am extremely proficient using the Microsoft Office. I used Word and OneNote on a daily basis and Provide effective and efficient help desk service to the ward in general. Applying internal and external control measures in Excel and PowerPoint a weekly basis in my previous role. I am also very comfortable using a wide range of office equipment including computer, scanner, printer, mail stamping machines and multi-line telephones.

Working period: nuo 2019.01 iki 2020.02

Company name: Motshepuwa Primary School
What you did at this job position? Being the only person in the office. However if the person conflict arises, they focused on the business and I am responsible for accomplishing those purposes. Usually if someone complains about the job position, I accept it (on pretty personal stuff) the situation resolves and the conflict is eliminated.

Education

Educational period: nuo 2017.01 iki 2018.12
Degree: Diploma
Educational institution: Maluti Tvet College, Bonamelo Campus
Educational qualification: Public Management

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| Sesotho | very good | very good | very good |

Recommendations

Contact person Mr Paul Mpada
Occupation Office Administrator
Company Motshepuwa Primary School
Telephone number 073 657 6029

Contact person Mrs Regina Libenberg
Occupation Skills Development Facilitator
Company Phekolong District Hospital
Telephone number 079 485 7933

Additional information

Your hobbies Reading
Doing cardio
Playing soccer

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2021-09-00 (3 years)

Salary you wish 10 000 R per month

How much do you earn now 00.00 R per month