



Noko Violet Masemola

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have knowledge in Administration , I am very good and fast in Filing, telephone etiquette, good listening skills, leadership skills, time management, I am very patient and hard working.

Contacts and general information about me

Gender	Female
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 2020.08 iki 2021.09
Company name	Tshwane University of Technology
You were working at:	Generals
Occupation	Team Leader
What you did at this job position?	Organising roster for staff members, check the resources needed, liaise with management timeously, request stationery and other resources needed. Compile stats daily. Administration of salary claimforms monthly.

Education

Educational period	nuo 1994.07 iki 1994.11
Degree	Certificate
Educational institution	Witwatersrand Technikon
Educational qualification	Banking certificate
I could work	Finance department,
Educational period	nuo 1993.01 iki 1993.11
Degree	Grade 12 / Matric
Educational institution	Hlanganani High School
Educational qualification	Matric
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	very good
isiZulu	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Sesotho	very good	very good	very good
Setswana	fluent	fluent	fluent
isiNdebele	very good	very good	very good
Xitsonga	good	good	good
SiSwati	good	good	good
Tshivenda	basic	basic	basic

Computer knowledge

Microsoft Office:- Word, Powerpoint, excell, windows

Conferences, seminars

None

Additional information

Your hobbies	Reading, listening to radio, watching news on tv and browsing the internet
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	10000 R per month