



Nomonde Mzotho

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office jobs. My positive points are that I have experience within the office jobs, such as Microsoft office Outlook, Microsoft office Word and Microsoft office Excel.

Preferred occupation

HR intern

Management, human resources jobs

Receptionist

Administrative jobs

Part time jobs

Part time, weekend jobs

Dispatchers

Administrative jobs

Call Centre agent

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Bloemfontein

Free State

East Rand

Gauteng

Contacts and general information about me

Gender

Female

Residential location

Sedibeng

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2021.02 iki 2021.07**
 Company name Dr Molefi Oliphant Secondary School
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? Data Capturing, Emails , Filing

Working period **nuo 2022.03 iki dabar**
 Company name ATTOOH
 You were working at: Estate manager
 Occupation Administrator
 What you did at this job position? Emails, Data Capturing, Filing, Cold calling

Education

Educational period **nuo 2017.06 iki 2019.11**
 Degree Certificate
 Educational institution Sedibeng TVET College
 Educational qualification Certificate N4
 I could work Human Resource Managemant Intern. HR Payroll Clerk, HR Administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good

Computer knowledge

Excellent

Conferences, seminars

Excellent

Recommendations

Contact person Khetheng Pitse
 Occupation Financial Advisor
 Company ATTOOH
 Telephone number 0847431302
 Email address Khetheng.Pitse@attooh.co.za

Contact person	Kenekiwe Makgamatho
Occupation	IDSO
Company	Sedibeng West District
Telephone number	0826795084

Contact person	Mapule Sebela
Occupation	Administrator
Company	Dr Molefi Oliphant Secondary
Telephone number	0787810241

Additional information

Your hobbies	Reading , creating content, typing.
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2019-07-00 (5 years)
Salary you wish	10000 R per month
How much do you earn now	1500 R per month