



Talent Modise

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an admin job got a lot of experience in admin and also have experience as a Personal Assistance . The capacity of my IQ Level is up to standard and my English is fluent I have good communication skills and I can easily adjust in to a new environment. I am very eager to learn new things and the confidence I have in me i will take the company to High levels.

I can work with different people from different religions and culture's I am an extrovert working with someone with my personality and skills is awesome.

Preferred work location	East Rand Gauteng
	Secunda Mpumalanga

Contacts and general information about me

Day of birth	1994-12-21 (30 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2015.12 iki 2016.04
Company name	Iphumaneng Traing Academy
You were working at:	Personal assistant
Occupation	Was traing Petrol Attendants and Cashiers also did Front desk admin
What you did at this job position?	Was dealing with different clients.

Education

Educational period	nuo 2020.01 iki 2021.12
Degree	Certificate
Educational institution	TVET Springs College
Educational qualification	Travel and Tourism N4 ,N5 ,N6
I could work	At any department dealing with travel arrangement's for clients.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	good
Setswana	fluent	fluent	basic
Sepedi	fluent	fluent	do not know
isiXhosa	good	very good	do not know

Computer knowledge

I know the basics Excel , PowerPoint , Word.

Recommendations

Contact person	Sizwebanzi Radebe
Occupation	Fleet Superviour
Company	Netflorist Head office
Telephone number	0729401523
Email address	radebes@netflorist.co.za

Additional information

Your hobbies	<p>I enjoy being the outside environment being in mountains where theres mountains and peaceful breeze.</p> <p>Enjoy going out to the mall watch movies and play games.</p> <p>Spending time at home and watching series.</p> <p>Chilling with family and my girlfriends in doors with lots of food.</p>
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-05-00 (10 years)
Salary you wish	8000 R per month
How much do you earn now	6400 R per month