



# Kgomotso Martha Motiang

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have two years' experience in office admin and one year experience in front desk reception. I have code 10 drivers license , N4 certificate in financial management and NQF level 3 Generic management certificate. I also did health and safety management with Oxbridge academy certificate. I also have three years' experience in sales.

Preferred occupation	Administrative jobs
	Truck drivers Driver jobs
	Admin safety officer Mining jobs
	Data capturers Administrative jobs
	Receptionists Hotel jobs
	Generals General jobs
Preferred work location	Kuruman Northern Cape

## Contacts and general information about me

Day of birth	1989-05-09 (35 years old)
Gender	Female
Residential location	Kuruman Northern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2019.11 iki 2021.07**  
 Company name Raps Fine Decor Kitchens  
 You were working at: Carpenters  
 Occupation Office Admin  
 What you did at this job position? Manage the office, Taking Orders, Preparing Quotation

Working period **nuo 2010.06 iki 2013.09**  
 Company name Barnnets Furniture shop  
 You were working at: Direct sales consultant  
 Occupation Sales Person  
 What you did at this job position? Introducing new products, Sales, Attending quiries

**Education**

Educational period **nuo 2014.06 iki 2014.12**  
 Degree Certificate  
 Educational institution Brits FET Collage  
 Educational qualification N4 Financial Management

Educational period **nuo 2010.01 iki 2010.12**  
 Degree Certificate  
 Educational institution Brits TVET collage  
 Educational qualification NVC Generic Management

Educational period **nuo 2021.02 iki 2021.11**  
 Degree Certificate  
 Educational institution Oxbridge Academy  
 Educational qualification Health And Safety

**Languages**

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

**Computer knowledge**

Windows  
 Microsoft Office

**Recommendations**

Contact person	Mr Temo
Occupation	Director
Company	Raps Fine Decor Kitchens
Telephone number	076 666 6292
Email address	rapsdecor@gmail.com

#### **Additional information**

Your hobbies	Reading Horse Riding
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-11-00 (5 years)
Salary you wish	R7000 -R 15000 R per month
How much do you earn now	00 R per month