



# Pb Mologyane

Curriculum Vitae (CV)

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

- I Work very well with people, proficient with word and excel. A clerk position ideally, PA or a secretary position. I am energetic, a team player and understands quickly

Computer Literacy

Microsoft Office

Communication

Team Player

Fast Learner

Dependable

Detail Oriented

Preferred occupation

**Secretaries**  
Administrative jobs

**Operations Clerk**  
Administrative jobs

**Personal assistant**  
Administrative jobs

Preferred work location

**Brits**  
North West

**Helderberg**  
Western Cape

**Ekangala**  
Mpumalanga

**Bloemfontein**  
Free State

## Contacts and general information about me

Day of birth 2000-03-13 (24 years old)

Gender Female

Residential location Pretoria / Tshwane  
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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### Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2006.02 iki 2018.11</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Hill View High                 |
| Educational qualification | Matric                         |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |

### Computer knowledge

- word
- power point presentations
- excel
- Visual studios

### Additional information

|                 |                                       |
|-----------------|---------------------------------------|
| Your hobbies    | - Love reading Books<br>- Researching |
| Driver licenses | None                                  |
| Salary you wish | 7500 R per month                      |