



# Asemahle Pokwana

Curriculum Vitae (CV)

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

I am looking for an administrative jobs, as I am currently finishing my diploma in Business and Information Administration. I have experience as an executive Administrator Associate for 6 months at a company called NeoDocto in New York

Preferred occupation	Receptionist Administrative jobs
Preferred work location	East London Eastern Cape  Cape Town Western Cape

## Contacts and general information about me

Day of birth	2000-02-18 (24 years old)
Gender	Female
Residential location	East London Eastern 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	<b>nuo 2022.02 iki 2022.06</b>
Company name	Neo Docto
You were working at:	Network administrators
Occupation	Executive Administration Associate
What you did at this job position?	Planning and coordinating administrative procedures to streamline processes. Assessing staff performance and providing training and guidance to ensure maximum efficiency. Collaborating with other team members. Attend online meetings with the expert teams.

## Education

Educational period **nuo 2018.01 iki 2018.12**  
 Degree Grade 12 / Matric  
 Educational institution Thubelihle SSS

Educational period **nuo 2019.02 iki 2023.06**  
 Degree Diploma  
 Educational institution Cape Peninsula University of Technology  
 Educational qualification Diploma in Business and Information Administration  
 I could work Administrator, Admin Clerk, Receptionist

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

**Computer knowledge**

Microsoft Office 2016, software, OS, Mac OS, Adobe etc.

**Additional information**

Driver licenses None  
 Salary you wish R5000 R per month