



# Lebohang Motaung

Curriculum Vitae (CV)

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

I'm looking for and Administration, secretary or receptionist jobs. I'm a fast learner that is able grasp information quick, willing learn and grow. I'm not afraid to ask questions if I do not understand that is how I process information. I work well in teams at the same time I able to work alone so I can reach my personal goals. When I give my attention to a project or task I fully commit myself to it even if I have to be early for work or leave late. I have good communication skills which then produce excellent customer service. Where I currently work I have acquired awards for customer service I have delivered to clients. I was selected to attend pro Active Head of Department training by the business because they've seen how driven I can be when I put my mind to it. I am a second in command for the administrator is not in the office. I take most of the administrative responsibility when she is not around. Please consider me as candidate for I would like to showcase my skills for your business. Thank you

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1992-05-07 (32 years old)
Gender	Female
Residential location	<b>Johannesburg</b> Gauteng
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>

**Additional information**

Salary you wish	9500 R per month
How much do you earn now	6200 R per month