



# Modatso Nolia Machethe

Curriculum Vitae (CV)

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

Am looking for a job in the Administration department. I can be a secretary, I can do admin work, data capturing and I can be a receptionist.

I am a hard working young female. Dedicated and determined to accomplish more in life.

Focused and able to work under pressure, able to work under no supervision.

I am a fast learner and can do all tasks expected.

Preferred occupation                      Secretaries  
Administrative jobs

Preferred work location                      Phalaborwa  
Limpopo

## Contacts and general information about me

Day of birth                                      1999-12-09 (25 years old)

Gender    Female

Residential location                              Phalaborwa  
Limpopo

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2022.02 iki 2022.03**

Company name                                      Stats SA

You were working at:                              Supervisor

Occupation    Field work supervisor

What you did at this job position?      Supervised my co-workers and gave support needed

Working period **nuo 2022.10 iki 2023.10**  
 Company name U Belong  
 You were working at: Sales agent  
 Occupation Field Sales Agent  
 What you did at this job position? Selling products

### Education

Educational period **nuo 2014.01 iki 2018.11**  
 Degree Grade 12 / Matric  
 Educational institution Lebeko High School  
 Educational qualification Diploma Certificate  
 I could work Assistant, receptionist, clerk, secretary, supervisor, sales agent

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	good	basic	basic
Xitsonga	good	good	basic

### Computer knowledge

Microsoft office, windows, Adobe systems,

Good in typing

### Additional information

Your hobbies Reading  
 Writing  
 Listening to music  
 Running  
 Sewing

Driver licenses None

Salary you wish 5000 R per month

How much do you earn now 1600 R per month