



# Pelokazi Priscilla Mpongoshe

Curriculum Vitae (CV)

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

Administration post ,financial clerk post or secretary.I have perfect background experience about these posts.

My Positive points are as follows:

- 1.Computer literacy( Ms word,Ms Excel,Ms publisher,PowerPoint, Internet, Email, and communication technology)
- 2.Good communication skills ( Oral and Written)
- 3.Numeric Skills
- 4.Data capturing office work.
- 5.Efficient and resourceful.
- 6.Filing office work documents.
- 7.Able to work underpressure and independently
- 8.Customer service oriented
- 9.Problem sloving skills
- 10.Flexible to do any work if required
- 11.Planning and organizing workshops, conferences & meetings .

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|-------------------------|--|
| Preferred occupation    | <b>Secretaries</b><br>Administrative jobs    |
|                         | <b>Administrators</b><br>Administrative jobs |
| Preferred work location | <b>East London</b><br>Eastern Cape           |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1996-09-27 (28 years old)   |
| Gender               | Female  |
| Residential location | <b>Elliot</b><br>Eastern Cape   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Additional information**

|                          |                          |
|--------------------------|--------------------------|
| Salary you wish          | R7000-R10000 R per month |
| How much do you earn now | R6500 R per month        |