



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 .

Preferred occupation	Secretaries Administrative jobs
	Administrators Administrative jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

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

Additional information

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