



Matshidiso Montjane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative jobs.

Preferred occupation Administrators
Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1990-02-28 (34 years old)

Gender Female

Residential location Pretoria / Tshwane
Gauteng

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 2022.05 iki 2022.08**

Company name Pretoria Box Manufacturer

You were working at: Receptionists

Occupation Unemployed

What you did at this job position? • Switchboard • Sorting and filing of all customer's POD's and invoices • Resolving customer's POD queries • Update of all files • Filing of despatch notes, truck sheets, vehicle checklists and gate reports • Sorting and processing of supplier invoices

Education

Educational period **nuo 2015.01 iki 2016.05**

Degree Degree

Educational institution Tshwane University of Technology

Educational qualification BTech: Public Management

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Word processing.

Spreadsheets.

Presentations.

Microsoft Office.

G Suite.

Email communication.

Social media management.

Data analytics

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-06-00 (9 years)
Salary you wish	R15 000 R per month
How much do you earn now	R15 000 R per month