



# Dikeledi Matswalela

Curriculum Vitae (CV)

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

Im currently looking for any Administrative role, currently I am a sales Administrator/ Sales Representative. I'd say my positive points are I'm very customer orientated, computer savvy, great telephonic ettiquite and a phenominal problem solver. Goal orientation and work very well in a team. I have experience with Sage Pastel, Outlook, zoom, word,excel, PowerPoint, Sap , ess payroll and so on.

Preferred occupation

**Administrators**

Administrative jobs

**Switchboard operator**

Administrative jobs

**Data capturers**

Administrative jobs

**Personal assistant**

Administrative jobs

**Receptionist**

Administrative jobs

**Filing clerk**

Administrative jobs

Preferred work location

**East Rand**

Gauteng

**Pretoria / Tshwane**

Gauteng

**Johannesburg**

Gauteng

**West Rand**

Gauteng

**Polokwane / Pietersburg**

Limpopo

**Bela-Bela / Warmbad**

Limpopo

**Witrivier**

Mpumalanga

**Witbank**

Mpumalanga

Secunda  
Mpumalanga

Hazyview  
Mpumalanga

Mbombela / Nelspruit  
Mpumalanga

Middelburg  
Mpumalanga

Piet Retief  
Mpumalanga

**Contacts and general information about me**

Day of birth	1993-06-06 (31 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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	R8000 R per month
How much do you earn now	R5000 R per month