



Portia Thobejane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

In any administration field.

to enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trust me with the responsibilities and challenges.

Preferred occupation
Administrators
Administrative jobs
Government jobs
Government jobs

Contacts and general information about me

Day of birth 1989-11-16 (34 years old)
Gender Male
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.*
[Sign in](#)

Work experience

Working period **nuo 2015.01 iki 2023.04**
Company name pharmacy direct
You were working at: Pharmacy Dispensary Assistant
Occupation business administration
What you did at this job position? attending emails,and assisting with patient s medication,dispensing meds for patients,clinical assistant

Education

Educational period **nuo 2009.01 iki 2010.11**
Degree Diploma
Educational institution pc training and business college
Educational qualification business administration in specialized accounting
I could work yes,in any admin field

Educational period **iki 2007.11**
 Degree Grade 12 / Matric
 Educational institution kgalema high school
 Educational qualification grade12
 I could work yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
Sepedi	fluent	fluent	fluent

Computer knowledge

microsoft office word 2016,excel 2016,microsoft office powerpoint and microsoft office outlook 2016

Conferences, seminars

N/A

Recommendations

Contact person Sydney Nchabeleng
 Occupation manager
 Company pharmacy direct
 Telephone number 0120013791
 Email address sydney.nchabeleng@pharmacydirect.co.za

Additional information

Your hobbies netball
 reading
 excecise
 jog
 Driver licenses None
 Salary you wish R12,000 R per month
 How much do you earn now R8,000 R per month