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 (35 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