



Mathapelo Florence Nkomo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any Front desk office administrative jobs whether at private or government facilities. I have the following administrative skills. Filing systems skills, telephone skills, sending and receiving Emails, arranging meetings and conferences, handling office duties

Contacts and general information about me

Day of birth	1995-11-06 (28 years old)
Gender	Female
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

Work experience

Working period	nuo 2018.06 iki 2018.12
Company name	Lentswe community radio station
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	I was handling the following day to day Office duties: I was answering and making phone calls, sending and receiving Emails, handling the monthly financial books, arranging meetings and conferences, handling filing systems and receiving the visitor
Working period	nuo 2019.01 iki 2019.07
Company name	Pele ya Pele internet cafe
You were working at:	Other jobs
Occupation	Cyber Assistant
What you did at this job position?	I was handling the filing systems, answering and making phone calls, sending and receiving Emails, make copies and scan documents, typing documents, welcoming clients and help them.

Working period **nuo 2021.08 iki 2023.01**
 Company name Botshegetse Trading and Projects
 You were working at: Receptionist
 Occupation Receptionist
 What you did at this job position? I was handling the day to day office duties, I was handling monthly financial books, arranging meetings and Projects, I was answering and making phone calls, I was sending and receiving Emails, I was responsible for ordering office essentials and equipments.

Education

Educational period **nuo 2010 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Boitlamo secondary school
 Educational qualification Matric certificate
 I could work As an Office administrator

Educational period **nuo 2015.02 iki 2022.11**
 Degree Diploma
 Educational institution Rostec Technical Fet College
 Educational qualification Management Assistant
 I could work Office administrator, receptionist, typist, data capturer

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	good	good	good
Sesotho	fluent	fluent	fluent
Setswana	very good	very good	very good
Sepedi	good	good	good

Computer knowledge

I have knowledge in Microsoft word processing, Microsoft excel spreadsheet

Conferences, seminars

I participated in Winner's imagine program. This project helped me improve my skills and my mindset.

Recommendations

Contact person	Mosiuoa Lebone
Occupation	Receptionist
Company	Botshegetse Trading and Projects
Telephone number	0826997163

Contact person	Malehlohonolo Nkomo
Occupation	Unemployed
Company	N/A
Telephone number	0631230495

Additional information

Your hobbies	I like to read and sing
Driver licenses	None
Salary you wish	5000 R per month