



Onthatile Mashiane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Hiring manager

Throughout my career, I have contributed to impacting business outcomes through effective organization, prioritization, and execution of key projects. I believe my skills and qualifications are an ideal match to the job requirements of an administrator and will bring immediate value to the company goals. Previously, in my Finance Administrative Assistant role, I exercised a calculated and methodical approach to innovation and problem solving. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. I believe I will be suitable for the job because I am young and willing to learn new things.

Preferred occupation

Administrators
Administrative jobs

Procurement officer
Finance jobs

Buyer
Administrative jobs

Bookkeeper
Administrative jobs

Data capturers
Administrative jobs

Call Centre agent
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Rustenburg
North West

Potchefstroom
North West

Contacts and general information about me

Day of birth

2000-05-31 (24 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.*
[Sign in](#)

Work experience

Working period **nuo 2021.09 iki 2022.03**

Company name Wits Rhi

You were working at: Call Centre agent

Occupation Linkage officer

What you did at this job position? Linkaging. Data capturing. Filing and retrieval of files.

Working period **nuo 2022.04 iki 2023.04**

Company name University of the Witwatersrand

You were working at: Administrators

Occupation Finance Administrative Officer

What you did at this job position? Financial reporting. Generating system purchase orders. I-procurement.

Education

Educational period **nuo 2015.01 iki 2017.12**

Degree Grade 12 / Matric

Educational institution Sikhululekile secondary school

Educational qualification National senior certificate

I could work Yes

Educational period **nuo 2018.01 iki 2021.12**

Degree Certificate

Educational institution Tshwane university of technology

Educational qualification National Diploma in accounting

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	very good
Setswana	fluent	fluent	fluent
isiNdebele	good	good	good

Computer knowledge

Microsoft office, tier.Net, Oracle, Pastel.

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-12-00 (2 years)
Salary you wish	13000 R per month