



Matodzi Emmanuel Maraga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Based on the job description, your organization is searching for an administrative assistant with both strong technical abilities and interpersonal skills, and I think my experience of working as an office assistant previously will align with the responsibilities that I would be shouldering. I have reduced office supply costs to 25% by reorganizing the supply closet. I am a good communicator with experience making phone calls, giving presentations in person, and exchanging emails. I'm also proficient in various pertinent software packages, such as spreadsheet applications and content management systems. If given a chance, I would like to contribute my broad range of skills to your organization.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1998-12-25 (25 years old) |
| Gender | Male |
| Residential location | Johannesburg Gauteng |
| 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 |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2021.07 iki 2023.06 |
| Degree | Certificate |
| Educational institution | Western Tvet College |
| Educational qualification | Management assistant |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | good |

Computer knowledge

Microsoft words 2013,2016 and 2019

Exel 2013,and 2019

Additional information

Your hobbies

Reading and sport

Salary you wish

5000 R per month