



# Morongoa Dladla

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

- I have extensive experience in performing administrative duties and operational functions required to run a business or organisation department.
- I have very good communication skills, both written and oral, as well as interpersonal skills.
- I have basic computing skills, and advanced skills and knowledge in most of the industry standard computer software, including the Microsoft Office Suite.
- I have excellent multi-tasking skills and I can organize work on an independent level.
- I have experience in compiling and maintaining transactions within business, entering and recording orders for goods and services, as well as sending out invoices.
- I have excellent teambuilding and interpersonal skills, and I have the ability to fit and blend in to a team atmosphere quickly and seamlessly.
- I also have excellent problem solving, analytical and decision-making skills.
- I have excellent negotiation skills and can create long term business relationships.

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth	1993-03-01 (31 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period **nuo 2017.01 iki 2021.12**

Company name Credico

You were working at: Agents

Occupation Administrator/ Sales assistant

What you did at this job position? •Implementing Marketing techniques and strategies to drive sales. •Monitoring Marketing industry trends •Establishing customer relationships, both in person and online. •Presenting, promoting and selling products and services directly to prospective customers. •Establishing, developing and maintaining positive client relationships

Working period **nuo 2015.01 iki 2016.11**

Company name Globe group

You were working at: Promoter

Occupation Administrator

What you did at this job position? Preparing, organising and storing information in paper and digital form. •Dealing with queries over the phone and by email. •Approaching potential clients •Managing diaries, scheduling meetings. •Presenting our products and services to new clients.

**Education**

Educational period **nuo 2011.01 iki 2011.12**

Degree Grade 12 / Matric

Educational institution Clapham High School

Educational qualification Matric

I could work Yes

**Languages**

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

**Additional information**

Salary you wish 12000 R per month

How much do you earn now 10000 R per month