



Molemo Moisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A job withing the administrative sector, I can do all general admin stuff assigned to me. Can work well under pressure, as an individual and in a team.

Preferred occupation	Switchboard operator Administrative jobs
Preferred work location	Sedibeng Gauteng

Contacts and general information about me

Day of birth	1992-11-11 (31 years old)
Gender	Female
Residential location	Sedibeng 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

Work experience

Working period	nuo 2021.11 iki 2022.08
Company name	Department of education
You were working at:	Part time jobs
Occupation	Education Assistant
What you did at this job position?	Assistant to teachers
Working period	nuo 2016.03 iki 2016.12
Company name	Absa business bank
You were working at:	Switchboard operator
Occupation	Frontline administrator
What you did at this job position?	Filing, typing, organizing meetings and boardrooms, operating switchboard, welcoming clients, managing mail station.

Languages

Language	Speaking level	Understanding level	Writing level
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Sesotho	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Microsoft Word, excel, PowerPoint, digital literacy.

Recommendations

Contact person	Baba
Occupation	Senior admin
Company	Department of education
Telephone number	0765516095
Email address	babakubheka@gmail.com

Additional information

Your hobbies	Cooking Computer, typing.
Driver licenses	None
Salary you wish	7000 R per month