



# 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 (32 years old)
Gender	Female
Residential location	Sedibeng 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	<b>nuo 2021.11 iki 2022.08</b>
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	<b>nuo 2016.03 iki 2016.12</b>
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