



Morongwa Mary Tsebe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, switch board operator, at local government. Secretary for Director at Department of Minerals and Energy. PA in the Tourism department, local Municipality. I have experience in the 3 positions with over 5 years in each. I resigned whilst on a senior marketing officer position. Moving to Limpopo Mokopane.

Preferred occupation	Switchboard operator Administrative jobs
	Administrators Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo

Contacts and general information about me

Day of birth	1969-03-01 (55 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
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 2009.05 iki 2019.02
Company name	City of Ekurhuleni, Gauteng
You were working at:	Advertising sales executive
Occupation	senior advertising officer
What you did at this job position?	media buying: electronic and print, exhibitions, procurement

Working period	nuo 2002.04 iki 2009.04
Company name	City of Ekurhuleni
You were working at:	Administrators
Occupation	Personal assistant
What you did at this job position?	manage Directors office, minutes taking and typing, filling

Education

Degree	Diploma
Educational institution	UNISA
Educational qualification	Public relations and Communications
I could work	receptionist / PA / Public Relations

Educational period	nuo 1997.01 iki 1997.12
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Degree	Diploma
Educational institution	Credo College
Educational qualification	Secretariat

Additional information

Salary you wish	R18,000 R per month
How much do you earn now	R15,000 R per month