



# Tarron Moodley

Curriculum Vitae (CV)

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

Good day

I'm looking for a job that allows me to show of my communication and people skills as well as my time management skills and my organizational skills. I'm highly motivated I've been doing regional administration for MTN world sound electronics since May 2023 and I'm trying to find something that better suits my abilities

Preferred occupation	Administrators Administrative jobs
Preferred work location	Rustenburg North West
	Brits North West

## Contacts and general information about me

Gender	Female
Residential location	Rustenburg North West
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 2023.05 iki 2023</b>
Company name	MTN world sound electronics
You were working at:	Sales administrator
Occupation	Regional Administrator
What you did at this job position?	Stock controller/administrator for north west region. stock controlling, stock rotation, IBTing, daily general filing, receiving stock (GRN cleark), Administration, invoicing,stock credits, cash ups, data capturing, client management, sales.

## Education

Educational period                    **nuo 2017.01 iki 2021.12**  
 Degree                                      Grade 12 / Matric  
 Educational institution                Frikkie Meyer Highschool  
 Educational qualification              Diploma

Educational period                    **nuo 2022.06 iki 2023**  
 Degree                                      Diploma  
 Educational institution                Boston city campus and business college  
 Educational qualification              Paralegal practice

**Languages**

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

**Computer knowledge**

I am computer literate . I am capable of using Microsoft office . Making power points and excel spreadsheets as well as compiling emails and documents

**Recommendations**

Contact person                        Marvin Matholo  
 Occupation                                SME CONSULTANT  
 Company                                    Mtn world sound electronics  
 Telephone number                      0832146019  
 Email address                            Marvin.matholo@mtn.com

**Additional information**

Your hobbies                            I enjoy reading and Writing. As well as taking walks and meditating as I believe mental health is very important  
 Driver licenses                            None  
 Salary you wish                         8000 R per month  
 How much do you earn now           5500 R per month