



Oarabile Mothupi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dedicated and hardworking individual that possesses 3+ years of administrative/assistance experience. I have performed various administrative duties.

I believe that I have acquired valuable experience in performing administrative tasks, and that I possess a unique talent for delivering and achieving excellent work.

If you are seeking for a dedicated and goal driven individual who has good interpersonal and problem solving skills. I strongly suggest you consider my resume for your perusal.

Preferred occupation

Car drivers

Driver jobs

Truck drivers

Driver jobs

Administrators

Administrative jobs

Dispatchers

Administrative jobs

Operations Clerk

Administrative jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Generals

General jobs

Receptionist

Administrative jobs

Jobs for students

Student jobs

Transport assistant

Other jobs

Preferred work location

Johannesburg

Gauteng

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

Sedibeng
Gauteng

West Rand
Gauteng

Fochville
North West

Potchefstroom
North West

Klerksdorp
North West

Contacts and general information about me

Day of birth	1994-10-10 (30 years old)
Gender	Male
Residential location	West Rand 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	Laerskool Jongspan
You were working at:	Government jobs
Occupation	Education Assistant
What you did at this job position?	I was an education assistant

Education

Educational period	nuo 2008.01 iki 2013.11
Degree	Grade 12 / Matric
Educational institution	Carleton Jones High School
Educational qualification	Grade 12
I could work	now

Languages

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

Setswana

fluent

fluent

very good

Computer knowledge

- Microsoft Office Package
- End-User Computing
- Office Administration
- Ability to set up a network (LAN, WAN etc.)

Conferences, seminars

I have not attended any recent seminars

Recommendations

Contact person	Dr JH Malan
Occupation	School Headmaster
Company	Laerskool Jongspan
Telephone number	0187886796

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-01-00 (4 years)
Salary you wish	5000 R per month