



# Nthabiseng Sophy Moyane

Curriculum Vitae (CV)

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

I am looking for a job that has an opening that matches my qualifications, admin assistant, general work.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Rustenburg North West
	Other North West North West

## Contacts and general information about me

Gender	Female
Residential location	Mogwase 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 2022.09 iki 2023.07</b>
Company name	Kitso ya nama
You were working at:	Bartenders
Occupation	Cashier, supervisor, cleaner
What you did at this job position?	I cleaned in the morning, packed up the stock, supervised my co-workers, sold till end of day then calculate all the money the business made for the day. Each and every day.
Working period	<b>nuo 2023.05 iki 2024.03</b>
Company name	Kgamanyane secondary school
You were working at:	Administrators
Occupation	Admin assistant (experiential/practical work)
What you did at this job position?	I answer calls, get messages. Greet and receive guests. Make copies, compose letters. Capture learners' absenteeism in the school's system. Keep the smooth run of the office.

**Education**

Educational period **nuo 2019.07 iki 2022.07**  
 Degree Diploma  
 Educational institution Orbit tvet college (mankwe campus)  
 Educational qualification Management assistant N6  
 I could work Reception, Administration

Educational period **nuo 2016.01 iki 2017.11**  
 Degree Grade 12 / Matric  
 Educational institution Rethusegile secondary school  
 Educational qualification Matric certification

**Languages**

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

**Computer knowledge**

Microsoft office

**Additional information**

Driver licenses None  
 Salary you wish 8000 R per month  
 How much do you earn now 350 R per month