



Snothile Ngema

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, I am a dedicated, organized and industrious individual. I have good interpersonal skills, I am a good team worker, open to learn and develop new skills. I am reliable, trustworthy and responsible. I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities. Moreover, Organised and proactive individual brings enthusiasm for learning from administrative team. Detail-orientated and precise team player. Committed to helping provide positive, productive working environments through comprehensive administrative support. Outgoing Office Administrator with 2 years of experience, which is adding on my 4 years' experience in sales with talent multitasking to complete daily duties while resolving issues as they arise. Friendly and respectful with positive attitude that creates warm and inviting office atmosphere.

Preferred occupation

Receptionist
Administrative jobs

Sales representative
Sales jobs

Receptionists
Hotel jobs

Government jobs
Government jobs

Shop assistants
Retail, store jobs

Preferred work location

East Rand
Gauteng

Marblehall
Limpopo

Contacts and general information about me

Day of birth 1995-08-23 (29 years old)

Gender	Male
Residential location	Pretoria / Tshwane 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

Additional information

Salary you wish	R 13 000 R per month
How much do you earn now	R 9 000 R per month