



Martha Modiba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I studied public management at Tshwane University of Technology in polokwane, am looking for a job which is related to it or similar to it. I also obtained national diploma in policing at Tshwane University of Technology. I have two years of experience where I did my internship programme in office administration at Department of education polokwane. I am ambitious hard working person who always strive for competency. I am willing to work under pressure and over time. I enjoying working in team and individual as well. I have good communication skills both verbally and in writing, interpersonal skill, computer literary (Microsoft Word, excel, PowerPoint, outlook, internet), organizational and planning skills . I have good skill in typing on the computer. The fact that I don't know everything I am willing to learn. Am also a patient person

Preferred occupation	Administrators Administrative jobs
	Government jobs Government jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Mankweng Limpopo

Contacts and general information about me

Day of birth	1995-02-28 (29 years old)
Gender	Female
Residential location	Polokwane / Pietersburg 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 2021.03 iki 2023.03**
 Company name Department of education
 You were working at: Administrators
 Occupation I was an intern working as office administrator
 What you did at this job position? Answer phone calls, emails and takes messages, conduct information retrieval and data entry via the computer, receive records and distributes packages and mail, render general clerical support services, provide personnel administration clerical support services within the component, type correspondence, reports and other material, compile, organize and maintain records, maintain moderately complex files

Working period **nuo 2019.03 iki 2021.03**
 Company name MBE Telecoms
 You were working at: Shop assistants
 What you did at this job position? Receiving stock and invoice at the shop, selling electronics in the shop, photocopying, printing, scanning, typing documents, depositing shop money at the bank after we closed, maintain cleanliness and orderliness in the Cafe, keep accurate records of logs and inventories of the shop, maintain record by making copies and filling documents, assist customers when they have trouble or questions using computer softwares, time customers of the number of minutes or hours they will use the computer or internet, answer telephone enquires, provide excellent customer care, file paper and documents and perform administrative duties

Education

Educational period **nuo 2012.01 iki 2012.12**
 Degree Grade 12 / Matric
 Educational institution Mohlaume Secondary school
 Educational qualification Matric (Grade 12)

Educational period **nuo 2013.01 iki 2015.12**
 Degree Diploma
 Educational institution Tshwane University of Technology
 Educational qualification Policing

Educational period **nuo 2016.01 iki 2017.12**
 Degree Degree
 Educational institution Tshwane University of Technology
 Educational qualification Public Management
 I could work I did my internship programme for 2 years at Department of education

Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	very good	very good
Sepedi	fluent	fluent	fluent
isiZulu	basic	basic	basic
isiXhosa	basic	basic	basic

Computer knowledge

Computer literary was one of my modules I studied at Tshwane university of technology for a period of 1 year .

I have good computer skills of the following :

Microsoft word

Excel

PowerPoint

Outlook

Internet

Recommendations

Contact person	Mrs Mariri S. K. M
Occupation	Deputy Chief Education Specialist
Company	Department of education
Telephone number	0734342599
Contact person	Mrs Mashilo P. M
Occupation	Manager
Company	MBE Telecoms
Telephone number	0827174173/0670265799

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-03-00 (6 years)
Salary you wish	25 000_30 000 R per month