



Nothando Moraba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Basic accounting

Certifications:

Development of practical and theoretical skills and knowledge in :

Project management

Management in strategic marketing

Microsoft 365

Preferred occupation Receptionist
 Dedicated and detail-oriented administrative professional with two years of experience. Proficient in:

- Office software (MS Office, Google Suite) **Operations Clerk**
Administrative jobs
- Communication and customer service **Front Desk Agent**
Administrative jobs
- Data entry and record-keeping **Nannies**
Nanny, babysitter, child care jobs
- Scheduling and event planning
- Time management and organization

Preferred work location Sedibeng
Positive Points: Gauteng

1. Strong communication and interpersonal skills **Johannesburg**
2. Proficient in MS Office and Google Suite **Gauteng**
3. Excellent organizational and time management skills **Witbank**
4. Detail-oriented and accurate **Mpumalanga**

5. Friendly and approachable receptionist style
Contacts and general information about me

6. Ability to work independently and as part of a team

Gender Female

7. Adaptable and flexible in a fast-paced environment

Residential location Sedibeng

8. Basic accounting knowledge **Gauteng**

9. Telephone number **Information is available only for registered users.**

10. Continuous learner, eager to improve skills **Sign in**

Email address *Information is available only for registered users.*

Education: **Sign in**

Matriculated

Work experience
 Finishing my Degree in BA psychology including modules in Public Administration and Industrial

Working period **nuo 2020.06 iki 2022.01**
 organisational psychology at the University of North West

Company name Casablanca Rentals

Skills:
 You were working at: **Personal assistant**
 • Microsoft Office (Word, Excel, PowerPoint, Outlook)

Occupation **Property management assistant**
 • Google Suite (Docs, Sheets, Slides, Gmail)

What you did at this job position?
 • Data entry and record-keeping Contributed to the successful lease-up of properties by coordinating marketing efforts and organizing open houses. •
 • Scheduling and event planning Assisted in preparing comprehensive financial reports for owner review, ensuring transparency in property performance metrics.
 • Customer service and communication

• Time management and organization

Education

Educational period **nuo 2021.02 iki 2024.11**
 Degree Degree
 Educational institution North West University
 Educational qualification BA in psychology
 I could work Yes

Educational period **nuo 2015.01 iki 2019.12**
 Degree Grade 12 / Matric
 Educational institution Hoerskool Patriot
 Educational qualification Matric
 I could work Yes

Languages

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

Computer knowledge

Microsoft office: 365 , Windows

Additional information

Driver licenses None
 Salary you wish 15000 R per month