



# 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