



Mpho Masoetsa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk ,receptionist and teacher, I'm a good organizer and I'm able to work under pressure. I'm capable in learning more and know how to work with other people. Teaching others is also my passion and being able to help others.

Preferred occupation	Administrators Administrative jobs
	Aftercare assistant Teaching jobs
Preferred work location	Aliwal North Eastern Cape
	Kimberley Northern Cape
	Bethlehem Free State

Contacts and general information about me

Day of birth	1993-05-26 (31 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2021.04 iki 2023.12
Company name	Gumfuza Construction Pty Lt
You were working at:	Administrators
Occupation	Administration clerk
What you did at this job position?	I was signing in/out workers and making sure their time sheets are correct and in order

Education

Educational period	nuo 2016.02 iki 2016.11
Degree	Certificate
Educational institution	Motheo Tvet College
Educational qualification	NQF level 4-5
I could work	Anywhere I'm placed to learn a new skill or job

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

I'm computer literate.

Additional information

Your hobbies	I like reading books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-04-00 (3 years)
Salary you wish	R8500 R per month
How much do you earn now	R0,00 R per month