



Patrick Phahlamohlaka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The duty of an administrator depends on the company that the administrator works for. The main job responsibility of an administrator is to ensure the efficient performance of all departments in an organization. They act as a connecting link between the senior management and the employees. They provide motivation to the work force and make them realize the goals of the organization.

Office administration is one of the key elements associated with a high level of workplace productivity and efficiency. It is very difficult to run an organization without a good administration faculty. It is administrator, who makes the rules & regulations and applies these rules in an organization.

Sometimes, it is thought that the role of an administrator is not important in the company and neglects their presence. But without presence of an administrator an organization can never work in a sound way. All the tasks & all the departments are relates to the administration.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1991-03-05 (33 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	18000 R per month
How much do you earn now	14000 R per month