



# Ramokone Beauty Mothapo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am 28 years of age, staying at Pretoria. I am looking for Office Administration job or any vacancy that is available at the moment. I do have Matric and Computer Skills. I am a hard working person, people's person, team player with good communication skills. I have 2-3 years of Sales Experience & Admin Experience. I am available immediately.

Preferred occupation Administrators  
Administrative jobs

Preferred work location Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth 1988-11-29 (35 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2010.09 iki 2013.08**

Company name Edcon Legit Store

You were working at: Cashiers

Occupation Admin Assistant

What you did at this job position? Banking, Filling, Data capturing and Faxing/Emailing

## Education

Educational period **nuo 2010.02 iki 2011.07**

Degree Certificate

Educational institution FET COLLEGE (POLOKWANE)

Educational qualification Grade 12

I could work because I am a hard worker and team player

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
isiZulu	fluent	fluent	good

**Computer knowledge**

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint & Internet

**Conferences, seminars**

FET COLLEGE (POLOKWANE )

15-02-2010

**Recommendations**

Contact person	0714299654
Occupation	Manager
Company	Legit
Telephone number	0152971476
Email address	mothaporb@gmail.com

**Additional information**

Your hobbies	READING Books AND WRITING
Driver licenses	None
Salary you wish	R3500 R per month
How much do you earn now	3300 R per month