



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.*
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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

Language	Speaking level	Understanding level	Writing level
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