



# Melbar Mokoena

Curriculum Vitae (CV)

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

Well mennered.honest and good commutation skills. Am computer literate and a fast learner. Can take on any task given to me.love a challenge and work well under pressure.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	West Rand Gauteng
	East Rand Gauteng
	Sedibeng Gauteng
	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1990-11-02 (34 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2014.01 iki 2016.11</b>
Degree	Certificate
Educational institution	Sedibeng College
Educational qualification	NCV level 2 - level 4
I could work	Administration work

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiXhosa	very good	very good	very good
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Xitsonga	fluent	very good	very good

### **Computer knowledge**

Word

Excel

PowerPoint

Mail merge

### **Additional information**

Your hobbies	Reading writing Listening to music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-01-00 (9 years)
Salary you wish	+ -15 000.00 R per month
How much do you earn now	0.00 R per month