



Theodora Keabetswe Mampe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Theodora Keabetswe Mampe.

I am looking for administration job because i've worked more than 2 years as admin.i know alot about adming staff . i am i quick learner and i know how to manage my time,work in group situations under strict deadlines, and how to recognise the importance of a strong work ethic.

I am a highly intelligent hard worker who never loses sight of my goal. am focussed , motivated and always willing to go extra mile. i uses my own initiative , welcomes challenges and scrutinise alternatives to overcome obstacles.

Preferred occupation	Administrators Administrative jobs
	Admistration Management, human resources jobs
Preferred work location	Hartswater Northern Cape
	Taung North West

Contacts and general information about me

Day of birth	1987-10-31 (37 years old)
Gender	Female
Residential location	Kimberley Northern Cape
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 2014.07 iki dabar
Company name	foodtown incor-operation
You were working at:	Administrators
Occupation	Admin Clerk
What you did at this job position?	Filing, faxing, scanning, emailing, stock-counting, capturing stock, placing order, capturing dropshipment statement and answering phone

Education

Educational period	nuo 2009.01 iki 2014.07
Degree	Certificate
Educational institution	Northern Cape FET College
Educational qualification	NQF LEVE 4 AND HUMAN RESOURCES N4

Additional information

Salary you wish	8000 R per month
How much do you earn now	5000 R per month