

# **Boitumelo Grace Moatlhodi**

Curriculum Vitae (CV)

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

I AM LOOKING FOR ADMINISTRATION OR OFFICE CLERK JOB

COMMUNICATION SKILL

**EXCELLENT TELEPHONE MANNER** 

ABLE TO WORK UNDER PRESSURE

ABILITY TO MAINTAIN CONFIDENTIALITY

STRONG ORGANIZATIONAL AND ADMINISTRATION SKILLS

EXCELLENT WORKING KNOWLEDGE OF MICROSOFT OFFICE (M.S, EXCEL, POWER POINT AND

INTERNET)

ABILITY TO TYPE AT LEAST 50 - 60 WPM

Preferred occupation student

Administrative jobs

Preferred work location Bethlehem

Free State

## Contacts and general information about me

Day of birth 1986-02-13 (38 years old)

Gender Female

Residential location Bloemfontein

Free State

Telephone number Information is available only for registered users.

Sign in

Sign in

# Work experience

Working period **nuo 2012.01 iki 2012.12** 

Company name MARANG I, SCHOOL

You were working at: Jobs for students

Occupation OFFICE CLERK

What you did at this job position? TYPING, MAKING COPYS, EMAILS, ANSWERING PHONE, TAKING

MASSEGES, CUPTURE INFORMATION

**Education** 

Educational period nuo 2005.01 iki 2010.06

Degree Certificate

Educational institution MOTHEO (FET) COLLEGE

Educational qualification BUSINESS MANAGEMENT N4 AND N5 CERTIFICATE

I could work YES

Languages

Language Speaking level Understanding level Writing level

EnglishgoodgoodgoodAfrikaansbasicbasicbasicSesothovery goodvery goodvery good

### Computer knowledge

M.S WORD

**EXCEL** 

**DATABASE** 

**INTERNET** 

**EMAIL** 

POWER POINT

### **Conferences, seminars**

NONE

#### Recommendations

Contact person MRS V. CHOBOKOANE

Occupation EDUCATOR

Company DEPARTMENT OF EDUCATION

Telephone number 0730582462

Contact person MRS S. MABILO
Occupation OFFICE CLERK

Company DEPARTMENT OF EDUCATION

Telephone number 051 432 1900

#### **Additional information**

Your hobbies MUSIC, SINGING, READING & WATCHING TV

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2013-08-00 (11 years)