



Moleck Machacha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I do hereby applying for an administrative/ cum sales posts. I am one of the best well accomplished and multi-skilled in a country with proven achievements and impeccable working knowledge.

I have have excellent analytical , negotiating , communicating , presentation and organisational skills. I also have the ability to work under pressure and or minimum supervision.

I hope my application will meet your requirements.

kind regards

Moleck Machacha

Preferred occupation Administrators
Administrative jobs

Contacts and general information about me

Day of birth	1995-01-14 (29 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2015.01 iki 2016.11
Company name	Ultramed medical clinic
You were working at:	Doctors
Occupation	All rounder administrator
What you did at this job position?	attending patients , reporting to the doctor

Working period **nuo 2016.12 iki 2017.10**
 Company name Demarhs Car sales
 You were working at: Other jobs
 Occupation Adminisrator/cum sales executive
 What you did at this job position? manning the office , filling documents

Education

Educational period **nuo 2011.12 iki 2013.11**
 Educational institution Pinewood High school
 Educational qualification 8 Ordinary level passes
 I could work anywhere

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

Computer knowledge

familiar with microsoft , word , excel

Conferences, seminars

N/A

Recommendations

Contact person Dr .S. Mukonoweshuro
 Occupation GP Doctor
 Company Ultramed medical clinic
 Telephone number +263774352693
 Email address docmkono@gmail.com

Contact person Mr C Mukucha
 Occupation Sales manager
 Company Demarchs Car sales
 Telephone number +263772907063

Additional information

Your hobbies travelling , reading magazines
 Driver licenses None
 Salary you wish 7000 R per month
 How much do you earn now 5500 R per month