



Mmapule Moepeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im am an intern and still studying i intend to study part time once i find a job. i intend to get my diploma and get promoted within the company. i am looking for a receptionist, secretary and P.A and admin work. i am currently working my practicals at Princess High School. and i am doing a very good job, I dont need to speak for my self i have very good references

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1986-07-09 (38 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 2012.02 iki 2014.11
Company name	ABSA (SUB CONTRACT)
You were working at:	Administrators
Occupation	ASSISTANT TO A FINANCIAL ADVISER (SHORT TERM INSURANCE)
What you did at this job position?	MARKETING, MANAGING OF POLICIES, ANSWERING CALLS, HANDLING CLIENTS AND

Education

Educational period	nuo 2018.01 iki dabar
Educational institution	SOUTH WEST GAUTENG COLLEGE
Educational qualification	MANAGEMENT ASSISTANT N4
I could work	IMMEDIATELY

Languages

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

Computer knowledge

microsoft office, excel, word

Recommendations

Contact person	Mrs EM Powell
Occupation	Principal
Company	Princess High School
Telephone number	0825526395

Additional information

Your hobbies	singing and reading
Driver licenses	None
Salary you wish	7500 R per month
How much do you earn now	3000 R per month