



# Simon Mothoa

Curriculum Vitae (CV)

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

I am currently not working but from my previous company my positions were internal sale, office administrator and receiving and dispatch clerk. For now i am looking for office administration job. I am a hard working person i like working as a team and easily adopt, i pay attention to what ever that i do so that i can focus on thing. I like trying new things it doesn't matter if i fail but i try to make sure that i do not accept failure.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	Lebowakgomo Limpopo
	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1990-12-12 (33 years old)
Gender	Male
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>

## Work experience

Working period	<b>nuo 2011.01 iki 2015.07</b>
Company name	TCM
You were working at:	Technician
Occupation	Network cable technician
What you did at this job position?	Installing and test/repairing of network cables and other network devices

Working period	<b>nuo 2015.08 iki 2018.10</b>
Company name	Howlo (pty) Ltd
You were working at:	Sales administrator
Occupation	Sales and office administrator
What you did at this job position?	Invoicing and processing purchase order also internal sale

### Education

Educational institution	Invoicing and processing purchase order also internal sale
Educational qualification	Invoicing and processing purchase order also internal sale
I could work	Invoicing and processing purchase order also internal sale

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	fluent	very good	very good
isiZulu	good	good	basic

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	10 000 R per month