



Jane Matunga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I wish to apply for any Admin job, I am a mature lady who is organised and looking for Admin position to enhance my career in the development business world. I have a certificate in Business Administration and was an award winner in financial accounting 1 in my Chartered Secretaries Southern Africa studies that I am currently busy with and I have many more of the skills. In a soft skill side, I act in a highly professional, punctual and organised manner and assist above my call of duty.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
	Bookkeeper Administrative jobs
	Part time jobs Part time, weekend jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1979-12-27 (44 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

Additional information

Salary you wish	8000 R per month
-----------------	------------------