



Shupi Mojatau

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administration job. I worked as a cashier at Family store Lime Acres(Northern Cape) for 6 months and a Receptionist at Women To Women NGO(Kimberly).

My positive office skills points are:

Drafting of quotations & invoices

Scheduling of appointments

Front desk Receptionist

Customer service

Record keeping

Meeting minutes and preparation

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|-------------------------|-------------------------------------|
| Preferred occupation | Filing clerk Administrative jobs |
| Preferred work location | Kimberley Northern Cape |

Contacts and general information about me

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|----------------------|---|
| Day of birth | 1990-09-22 (33 years old) |
| Gender | Female |
| Residential location | Kimberley Northern Cape |
| 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 | R8000 R per month |
| How much do you earn now | R0000 R per month |