



Neo Motloung

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative job, as i have studied management assistant at maluti tvet college. Also has 2years experience in administration,i have worked with a company called moripe holdings for my experiential course. I am a dedicated person when it comes to work and also working hard, i am also able to work under pressure.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1992-08-18 (31 years old)
Gender	Female
Residential location	Bethlehem Free State
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 2017.10 iki 2019.06
Company name	Moripe holding business consults
You were working at:	Administrators
Occupation	Clerk
What you did at this job position?	Managing my managers diary,making and answering calls,arranging meetings and nad making bookings.
Working period	nuo 2016.06 iki 2017.06
Company name	Mediclinic hoogland hospital
You were working at:	Veterinarians
What you did at this job position?	Tranporting patients

Education

Educational period	nuo 2014.06 iki 2015.06
Degree	Certificate
Educational institution	Maluti tvet college
Educational qualification	N6 certificate management assistant
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	very good	very good	very good
English	very good	very good	very good
isiZulu	basic	good	basic

Recommendations

Contact person	Nthabiseng
Occupation	Provincial coordinator
Company	Moripe holdings
Telephone number	0815920595
Email address	Nthabi791devilliers@gmail.com

Additional information

Your hobbies	Modeling Dancing
Driver licenses	None
Salary you wish	5000 R per month