



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 (32 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 |