



Agnes Mokwena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position. I have more than 10 years' administrative experience. I am a mature individual who is keen to giving attention to detail. My communication, planning and organisational skills are exceptional. My computer skills are very good. I am a team player, can work under pressure to meet deadlines and can work individually without supervision.

I have more than ten years' administrative experience. I am experienced in minute taking, travel arrangements, typing, report writing, dairy management, event organising, telephone etiquette, book keeping, debts collection & customer service.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
	Personal assistant Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1975-02-15 (49 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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	15000 R per month
How much do you earn now	13000 R per month