



# Monza Makweng

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Secretary position I'm taking minutes,travel and submission form ,petty cash,leave audit,internal memorandum,create case file,submission of internal memorandum,send e-mails, arrange the meetings,and shifting of funds.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1991-02-02 (33 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.03 iki 2019.07</b>
Company name	Home Affairs
You were working at:	Administrators
Occupation	secretary
What you did at this job position?	Taking minutes, arrange meetings,leave audit,shifting of funds,and sending e-mails

## Education

Educational period	<b>nuo 2012.01 iki 2016.11</b>
Degree	Certificate
Educational institution	Tshwane South College
Educational qualification	N4/N5/N6 all subjects
I could work	as a secretary

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good
Sepedi	fluent	fluent	fluent
isiNdebele	good	good	do not know

**Computer knowledge**

Micro soft office word

Micro soft excell

**Recommendations**

Contact person	Annitjie Smuts
Occupation	senior administration clerck
Company	Home Affairs
Telephone number	0846018332
Email address	Annitjiesmutsdha@gov.za

**Additional information**

Your hobbies	I'm a hardworker i can work under presure I can work overtime
Driver licenses	None
Salary you wish	R6000.00 R per month
How much do you earn now	R45000.00 R per month