



Betty Monasi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I matriculated in 2013 and therefore furthered my studies at a college called South West Gauteng College. I am currently an intern at City Power Johannesburg there after I will obtain my diploma in business Management. in my work of line I welcome customers with a smile always take their complains then provide feedback, scanning of documents, Provide basic and accurate information in person and via email/phone receive, sort and distribute daily mail/deliveries, answer, screen and forward incoming phone. So in simple I am an admin assistant/receptionist. I am hardworking, self driven, self motivated and eager to learn and hungry for opportunities. I adapt easily to the environment and I am a first learner. I know I will be an asset to your organisation as I am always hungry to work and very eager to success.

Preferred occupation	Data capturers Administrative jobs
	Generals General jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.07 iki dabar
Company name	City Power Johannesburg
You were working at:	Administrators
Occupation	Admin support/receptionist
What you did at this job position?	• Greet and welcome quest as soon as they arrive to the office

Working period **nuo 2018.03 iki 2018.07**
 Company name Pack nd Stack
 Occupation Mechandiser
 What you did at this job position? Pack shelves, Maintaining stck, check fixed counts

Education

Educational period **nuo 2014.06 iki 2017.12**
 Degree Diploma
 Educational institution South West Gauteng College
 Educational qualification Business Management
 I could work Admin, Data capturer, Reception,Sales, General

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
Sesotho	fluent	fluent	fluent
Xitsonga	very good	very good	very good
Setswana	fluent	fluent	fluent
Tshivenda	very good	very good	good

Computer knowledge

Micro-Soft Excel
 Micro-Soft Word
 Power Point
 Outlook

Recommendations

Contact person Ms Magdeline Monnakgotla
 Occupation Admin Officer
 Company City Power Johannesburg
 Telephone number 011 983 7104
 Email address mmonnakgotla@citypower.co.za

Contact person Mr Lufuno Bale
 Occupation Area Manager
 Company City Power Johannesburg
 Telephone number 011 983 1703
 Email address lbale@citypower.co.za

Additional information

Your hobbies

Reading
Volunteering
Baking

Driver licenses

None

Salary you wish

8000 R per month

How much do you earn now

5500 R per month