



Nkae Motete

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Planning, Scheduling of meetings and events

- Providing customer service
- Managing inventory of assets and supplies
- Submitting invoices Sending out and receiving mail
- Sending faxes and emails
- Managing documents and files

I can confidently declare that through my working experience I have gained the following attributes ;Computer literacy advanced level, Business Functionality, Mathematical Analytical Skills and to be an innovative thinker that will be become essential within your organization as it requires but not limited to; Organize patient files at facilities; filing and retrieving of files Record, compile and sort documents for data entry.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1996-02-22 (28 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

Additional information

Salary you wish	15000 R per month
How much do you earn now	12000 R per month