



Portia Mokone

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To Whom It May Concern

I'm a very smart, ambitious and dedicated person I would like to join a reputable and growing company like yours, where I will get to work in a fast paced environment with good people.

I have experience in many aspects of office administration. I have been responsible for accounting, ordering stock and office supplies, maintaining records, creating and updating inventories, scheduling appointments and events planning, arrange travelling for the senior management, diary management.

During my time as administrative assistant at SBSA, I utilized many of these skills, and also had the opportunity to work closely with various departments. One of my very important duties was to make sure of smooth running of the department.

My experience provided me with the opportunity to hone my written, verbal ability, as I was responsible for proofreading and editing executive correspondence. It also helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

Other qualities that I possess, which may not be readily apparent from my resume include integrity, intelligence, and high energy, along with a diverse background and range of abilities. I am one who embraces creativity, new ideas and able to work in fast-paced environments. My ultimate career goal is to grow with a company that is passionate about what they do, works above and beyond for their clients, and is well known for their explicit services.

I believe my dedication, experience, and advanced skills would be an ideal match for this position. I am eager to learn more about the position and would appreciate the opportunity to speak with you about my qualifications.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1982-08-18 (42 years old)
Gender	Female
Residential location	Johannesburg Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

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Additional information

Salary you wish 20000 R per month

How much do you earn now 15000 R per month