

ELIZABETH MATOI

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I am a hard worker, passionate, consistent and disciplined. I am a very committed person; I love challenges and I have the will to succeed.

EXPERIENCE

DURATION: 5 YEARS 2010 -2015

Company Name: Print n Office Works

Position: Office Admin

DUTIES:

Receiving sort and distribute daily mail and deliveries

Reception duties and welcoming clients

Keep updated records of office expenses and costs

Perform other clerical receptionist duties such as filing and photocopying

Duration: 7 years 2016 till present

Company Name: Self Employed

Position: Home Based aid

Duties:

Domestic work and nursing skills

Provide services such as sorting cupboards and cleaning the residential area

Provide services of giving patients medication

EDUCATION

OLEVEL

School attended: EVELINE GIRLS HIGH SCHOOL

Subjects: English Science Geography Fashion & fabrics History & commerce

Year: 1995 - 1998

Tertiary Education

Institution: People's College

Duration: 1 Month - November 2002

Course attended: Receptionist

Institution: Ranche House College
Duration: 3 Jan 2005 - 1 June 2005
Course Attended: Interior Decor

Institution: Atlas Health Recruitment
Duration: 3/09/2022 to present
Course Attended: Mentorship program
Contact Person: Israel +44 7745 851615

SKILLS

<ul style="list-style-type: none">● Exceptional communication skills● Inventory Management● Organismal skills● Customer service● Proficient in English Shona Ndebele	<ul style="list-style-type: none">● Active Listening● Nursery skills● Computer Literate Microsoft word● Attention to detail● Clean code 10 License
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REFERENCES -

Contact Person - Mrs Van Der Walt
Contact Details - (+27) 83 777 2225

Contact Person - Olivia Yeboa
Contact Details - (+27) 84 212 6647

Contact Person - Mr Philip Kweza
Contact Details - (+27) 82 333 4468