

CURRICULUM VITAE

Milton Moyo

Office Manager

Personal Information

Nationality : Zimbabwe
Date and Place of Birth : 15 July 1974, Nyamandlovu, Zimbabwe
Language Skills : Zulu and English
Position in the Firm : Office Manager

Educational and Professional Status

Qualifications

2005 : Matric

Courses/Conferences

2008 : AutoCAD Course
2010 : AutoCAD Course (Electrical)
2011 : First AID Course

Specialization

Administration

Employment History

2000 – Present : Secelec Consulting Engineers (PTY) Ltd –Admin & Drafting / Projects

Background

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Devsolve Development Services has been involved in the filling projects
Marcelle Props involved in the administration

Major Responsibilities

- Office administration & filling.
- Forward all Marcelle Props payments to the accountant / bookkeeper.
- Manage all the tenants on the premises.
- Producing lease agreements and renewals.
- Supervise and controlling all maintenance related matters on property
- To manager in full all company cars as well as the issuing of vehicles to personal



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*I confirm that the
information contained
in my Curriculum Vitae
is correct*

Signature

Date

