



# Mosidi Innosencia Makhongoane

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a smart worker, whom is willing to do my best in improving the company. I have first rate in communication skills and function well in a team and I have no limitations as an individual

Preferred occupation	Receptionist Administrative jobs
Preferred work location	West Rand Gauteng

## Contacts and general information about me

Day of birth	1985-04-10 (39 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.05 iki 2015.09</b>
Company name	Lapa LA Africa
You were working at:	Administrators
Occupation	Admin and safety officer
What you did at this job position?	I was working with files and making sure that the site was safe n I did all of the first Aid work
Working period	<b>nuo 2015.10 iki 2018.04</b>
Company name	Hop twisted Italian restaurant
You were working at:	Chefs
Occupation	Chef
What you did at this job position?	I was preparing all the food in the kitchen making sure that our shop is nice n clean and the food taste good too

Working period **nuo 2018.05 iki 2020.11**  
 Company name Belloord 73  
 You were working at: Generals  
 Occupation Admin and cleaning  
 What you did at this job position? I was helping with the files n cleaning the plant n offices

Working period **nuo 2006.06 iki 2007.04**  
 Company name Lennie de Beer construction  
 You were working at: Builders  
 Occupation Labour  
 What you did at this job position? Assistant builder

### Education

Educational period **nuo 2000.01 iki 2003.12**  
 Degree Grade 11  
 Educational institution Botebotsebo high school  
 Educational qualification Certificate  
 I could work As a safety officer and Administration and a cleaner

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	fluent	very good
isiZulu	good	very good	good
Sesotho	fluent	fluent	fluent
Afrikaans	basic	good	good
Setswana	good	good	basic
isiXhosa	good	good	basic

### Computer knowledge

I have knowledge in computer and still learning some more of office excelor

### Conferences, seminars

opportunity to meet and exceed assigned goals. I will be a positive future to the company.

I am a smart worker, whose willing to do the best to improve the company. I have a first rate in

### Recommendations

communication skills and

Contact person

Dan Thato Molefe

Function well in a team. I have no limits as an individual. I have an outgoing personality and get

Occupation

General manager

along with all my fellow employees. I perform exceptional under pressure and I have strong

Company

Lapa LA Africa

leadership qualities. My objective is to acquire a challenging career with a solid company that

Telephone number

0826213060

utilising the opportunity to contribute to the continued growth and success of the organization. One

Contact person to work with a company that provides quality products or service and provides me an

Occupation

HR Department

Company

Belloord

Telephone number

0662251162

Contact person

Zonke Simelane

Occupation

Supervisor

Company

Belloord

Telephone number

0768838954

### Additional information

Your hobbies

Love cooking, Reading novels, watching TV and playing some games

Salary you wish

8000 R per month

How much do you earn now

4000 R per month