

Makgotso Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking a receptionist or admin clerk job because I really like working with people I'm a friendly person with people skills and a great team player and a hard worker I'm willing to relocate.

Preferred occupation Receptionist

Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Gender Male

Residential location East Rand

Gauteng

Telephone number Information is available only for registered users.

<u>Sign in</u>

Email address Information is available only for registered users.

Sign in

Education

Educational period **nuo 2015.06 iki 2017.01**

Degree Certificate

Educational institution Ekhurhuleni east college (Brakpan)

Educational qualification Management assistant

I could work As an receptionist or admin clerk

Languages

Language Speaking level Understanding level Writing level

English very good very good very good

Computer knowledge

I have computer certificate, I am able to use Excel, Ms Word, Power Point.

Additional information

Your hobbies Reading and jogging

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2020-07-00 (5 years)
Salary you wish R15000 R per month
How much do you earn now R0 R per month