



Boitumelo Cathrine Ganabo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a professional when coming to communication both verbal and written, good report writing and minutes taking. I can work in a team and keep confidential information safe, I am computer literate and can communicate at levels. I respect time, my strength are reaching tasks given to me in time, weakness including knocking off late in order to meet deadlines. I have all the previous experience in administration jobs such as records management, asset management, general office work management. I Excel in Administration and can also work in the Supply Chain or procurement. I can work as a secretary or PA. My office experience include events management. I am hard working and can start work at anytime should I be called for interviews

Preferred occupation Secretaries
Administrative jobs

Preferred work location Kuruman
Northern Cape

Contacts and general information about me

Day of birth 1973-12-14 (52 years old)

Residential location Kathu
Northern Cape

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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish R20 000 R per month

How much do you earn now R15 000 R per month