



# Karabo Maake

Curriculum Vitae (CV)

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

I am looking for an Administrative job i am good with phone manners computer skills have matric and a bit of admin experience .

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Fochville North West

## Contacts and general information about me

Day of birth	2003-03-07 (22 years old)
Gender	Female
Residential location	Fochville North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.01 iki 2020.06</b>
Company name	capstone 123cc
Occupation	office assistant
What you did at this job position?	filling, scanning , telephone management and data capturing

## Education

Educational period	<b>nuo 2020.01 iki 2020.12</b>
Degree	Grade 12 / Matric
Educational institution	Wedela Technical High School
Educational qualification	Matric Certificate
I could work	immediately

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

isiXhosa

good

good

basic

## Computer knowledge

Microsoft word, Microsoft Excel , Microsoft outlook

### **Additional information**

Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	350 R per month