



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 (21 years old)
Gender	Female
Residential location	Fochville North West
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

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

Education

Educational period	nuo 2020.01 iki 2020.12
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