



Keketso Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I wish to apply for the position available in your organization. I am confident that I have knowledge and skill to professionally fulfill the position as required by the organization. I am eager to enhance and refine my personal development within the organization, and take on the challenges that lie ahead. One of my strong points or best skills are: Customer service, data capturing, administrative skill (typing, scanning, faxing and filing) and reception skills(greeting, welcoming and helping clients)

I will endeavor to effectively perform all my tasks as required by the organization and maintain the standard as defined by you.

Given the opportunity, I will perform my duties with perseverance, dedication and loyalty. It is my aim to make and be part of a successful team that is directly involved in making the organization a success, as I believe I have a role to play in making things a success.

I hope that my application will receive your favorable consideration.

Preferred occupation Front Desk Agent
Administrative jobs

Preferred work location Sedibeng
Gauteng

Contacts and general information about me

Day of birth	1988-07-05 (37 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish 7000 R per month

How much do you earn now

00 R per month