



Colleen Mphago

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administration job, Switchboard operator or a reception job.... I have 5 years experience... I'm a fast learner. I'm willing to learn more and into other departments. I'm a problem solver and enjoy interacting with people.

Preferred occupation	Switchboard operator Administrative jobs
	Front Desk Agent Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Pretoria / Tshwane Gauteng
	Mokopane / Potgietersrus Limpopo

Contacts and general information about me

Day of birth	1994-08-31 (31 years old)
Gender	Female
Residential location	Johannesburg 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

Work experience

Working period	nuo 2016.02 iki 2021
Company name	The Marketing Arm
You were working at:	Receptionist
Occupation	Switchboard Operator
What you did at this job position?	Answering phones for 30 People, Filing,

Education

Educational period	nuo 2012.01 iki 2015.11
Degree	Certificate
Educational institution	Central Johannesburg College TVET
Educational qualification	Office Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	very good	very good	good
isiZulu	good	basic	basic

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-01-00 (8 years)
Salary you wish	15000 R per month