



# Lindiwe Raganya

Curriculum Vitae (CV)

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

I am looking for an administration job or any job of a general worker,i am computer literate,i have excellent communication in English both verbal and writing,i have good teamwork skill, excellent leadership skill,time management skill and excellent organising skill.

Preferred occupation

**Generals**

General jobs

**Administrators**

Administrative jobs

**Miners**

Mining jobs

Preferred work location

**Rustenburg**

North West

**Brits**

North West

## Contacts and general information about me

Day of birth

1993-01-23 (32 years old)

Gender

Female

Residential location

**Rustenburg**

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 2011.01 iki 2011.12**

Company name

Kopano internet cafe

You were working at:

Administrators

Occupation

Administration assistant

What you did at this job position?

Data capturing,typing and printing for local NGO's,Typing speed of 45+WPM,Designing and printing certificates for Local Creches,Faxing and typing for clients,keeping record,Buying new stock and doing salaries

Working period	<b>nuo 2018.01 iki 2020.03</b>
Company name	Mdau plant
You were working at:	Miners
Occupation	Plant operator
What you did at this job position?	Assisting the plant operating machine to clean chrome,making sure pipes are not blocked,attending the diesil chamber,

### Education

Educational period	<b>nuo 2010.01 iki 2010.12</b>
Degree	Grade 12 / Matric
Educational institution	SEBOYE senior secondary school
Educational period	<b>nuo 2012.02 iki 2014.12</b>
Degree	Certificate
Educational institution	Tswane University of technology
Educational qualification	NHC in accountancy
Educational period	<b>nuo 2015.01 iki 2016.12</b>
Degree	Certificate
Educational institution	Capricorn college for Tvet
Educational qualification	N4,

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	very good
English	very good	very good	fluent
Afrikaans	good	very good	good

### Recommendations

Contact person	Mrs F mmabutle
Occupation	Manager
Company	Kopano Internet cafe
Telephone number	0153554979/0731042840
Email address	Kopanointernetcafe@gmail.com
Contact person	Mr s seemeng
Occupation	Manager
Company	MDAU plant
Telephone number	0761955677
Email address	Sidwelseemeng20@gmail.com

### **Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2012-01-00 (14 years)  
Salary you wish 6000 R per month