



Migirl Sekgota

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative, receptionist and clerk jobs.

My objective is to create value for my prospective employer through my dedicated and diligent efforts

Preferred occupation	Administrators Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Day of birth	1994-03-12 (31 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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 2014.02 iki 2016.08
Company name	Makgaila trading enterprise
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Screening phone calls, data entry, sorting and distributing posts, receiving walk in customers and making them feel comfortable.

Education

Educational period	nuo 2008.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	M.E Makgato secondary school

Educational period	nuo 2018.01 iki 2021.12
Degree	Certificate
Educational institution	Capricorn TVET college
Educational qualification	Safety in society

Languages

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

Computer knowledge

Microsoft word and excel proficient

Recommendations

Contact person	Ms. Jessica Lamola
Occupation	Supervisor
Company	Makgaila trading enterprise
Telephone number	067 148 0681
Email address	Jsiikarmd@gmail.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-11-00 (8 years)