



# Matima Makgoka

Curriculum Vitae (CV)

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

Looking for job in the administration field,gain experience and grow professionally.

Positive points:

Team player

Innovative

Problems solving skills

Preferred occupation

**Administrators**

Administrative jobs

**Receptionist**

Administrative jobs

**Filing clerk**

Administrative jobs

**Data capturers**

Administrative jobs

**Call Centre agent**

Administrative jobs

**Personal assistant**

Administrative jobs

**Operations Clerk**

Administrative jobs

Preferred work location

**Polokwane / Pietersburg**

Limpopo

**Pretoria / Tshwane**

Gauteng

**East Rand**

Gauteng

## Contacts and general information about me

Day of birth

1996-08-22 (29 years old)

Gender

Male

Residential location

Johannesburg

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

Information is available only for registered users.

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### Work experience

Working period	<b>nuo 2021.02 iki 2023.03</b>
Company name	Tau-kwena Primary school
You were working at:	Administrators
Occupation	Office admin
What you did at this job position?	Operating system (SASAMs), Filing,MS documents [word,excel and PowerPoint], Operation office equipment etc

### Education

Educational period	<b>nuo 2016.02 iki 2018.12</b>
Degree	Diploma
Educational institution	Richfield Graduates Institution of Technology
Educational qualification	Diploma in business administration
I could work	Office administrator,data capture, receptionist

### Languages

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

### Computer knowledge

ICT skill  
Level 3 Adaptation

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-12-00 (3 years)
Salary you wish	10 000+ R per month
How much do you earn now	0.00 R per month