



Kopano Patience Phalama

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administration. Because that's the course I did . And I have passion for it. Am a good person and hard worker. So I believe that am the best person for it..

Preferred occupation Administrators
Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1998-10-23 (27 years old)

Gender Female

Residential location Johannesburg
Gauteng

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 2021.02 iki 2022.03**

Company name JKL steel works and automation

You were working at: Finance officer

Occupation Bookkeeper

What you did at this job position? Dealing with daily finances and taking calls

Education

Educational period **nuo 2020.01 iki 2022.12**

Degree Certificate

Educational institution Central Johannesburg TVET college

Educational qualification Office administration

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

English	very good	very good	very good
---------	-----------	-----------	-----------

Additional information			
-------------------------------	--	--	--

Driver licenses	None		
-----------------	------	--	--