



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.*
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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
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English

very good

very good

very good

Additional information

Driver licenses

None