



Karabo Ramashala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any job in administration and legal but to work as a legal secretary or administrative clerk.

I have excellent communication skills meaning I can be able to communicate processes and information to others, respond clearly to questions and requests and more this includes, verbal, nonverbal, written and visual communication. I have strong teamwork which can help me when collaborating on administrative projects, developing a new process, communicating and putting a new process into place or delegating tasks. I am a fast learner as well was hard worker who is flexible and I complete whatever given task on time. I have excellent computer skills and I have advanced skills in all Microsoft office and i know that it's very important when you have to work as an administrator.

Preferred occupation

Administrators

Administrative jobs

Marketing managers

Ads, marketing jobs

Secretaries

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Personal assistant

Administrative jobs

Call Centre agent

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Operations Clerk

Administrative jobs

Preferred work location

East Rand

Gauteng

Pretoria / Tshwane
Gauteng

Sedibeng
Gauteng

West Rand
Gauteng

Contacts and general information about me

Day of birth	1999-12-10 (24 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.01 iki 2021.11
Company name	Dolamo and Dolamo attorneys
You were working at:	Administrators
Occupation	administrative clerk
What you did at this job position?	i did filling, answered the telephone, maintaining office stock and supplies, keeping a record of documentation receiving and sorting post and mail for employees of a department.

Education

Educational period	nuo 2017.02 iki 2022.06
Degree	Diploma
Educational institution	tshwane university of technology
Educational qualification	national diploma in office management and technology

Languages

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

Computer knowledge

and disconnect the Internet to a computer. i also have advanced knowledge about Microsoft office.

I have basic computer knowledge about how computers work and how to use them. This includes

Recommendations

typing, learning keyboard commands, powering a computer on and off, knowing how to connect

Contact person

Agnes seboko

Occupation

attorney

Company

Dolamo and Dolamo attorneys

Telephone number

0714237572

Email address

phillistuschoene@gmail.com

Additional information

Driver licenses

None

Salary you wish

10000 R per month