



# Virginia Makuapane

Curriculum Vitae (CV)

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

I am looking for job where I am an eye of the organisation cause I am good at that know how to treat visitors and I have done the course

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1999-07-31 (26 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2019.01 iki 2019.12</b>
Degree	Grade 12 / Matric
Educational institution	Reabetswe Secondary School
Educational qualification	National Senior Certificate
I could work	Immediately

## Languages

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

## Computer knowledge

Mac OS etc

Windows

**Conferences, seminars**

Microsoft office

January till December 2021 I was doing Office Administration L2 and then 2022 I was doing Excel

Management Assistant N4 and N5

**Additional information**

Your hobbies	Reading
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	00 R per month