



Jack Kekana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking forward to find a job position as an office administrator. I have a degree in business administration. last year i had an opportunity for a learnership my duties were to perform admin office work and also assets management. i am a very hard working person and i also adapt and learn quikly at whatever task it can be given to me to perform. i am creative and innovative when it comes to problem solving and decision making.

I have also a code 10 (c1) drivers licence and i do have experience of driving.

Contacts and general information about me

Day of birth	1992-12-11 (32 years old)
Gender	Male
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 2022.02 iki 2023.06
Company name	Limpopo connexion
You were working at:	Administrators
Occupation	office administrator
What you did at this job position?	Managing resources, Managing database such as customer shipping records

Education

Educational period	nuo 2018.03 iki 2021.12
Degree	Degree
Educational institution	Rosebank College
Educational qualification	Bachelors of Business Administration
I could work	for limpopo connexion company

Languages

Language	Speaking level	Understanding level	Writing level
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English

very good

fluent

fluent

Computer knowledge

Two of my modules was management information system & digital citizenship. i do have knowledge about information technology.

Conferences, seminars

Yes i have attended a couple of conferences at my chosen political party and i have learned quit a lot about leadership skills and how to implement strategies in order to resolve problems that are affecting communities and society at large.

These conferences have uplifted my qualification level because of as an administrator i am obliged to ensure that the organization or business goals can be achieved successfully.

Recommendations

Contact person	Joe Masuku
Occupation	Programe coordinator
Company	Limpopo Connexion
Telephone number	060 997 6719
Contact person	Tinayeshe Shumba
Occupation	Programme Coordinator
Company	Rosebank College
Telephone number	078 537 3535
Email address	tishumba@rosebankcollege.co.za

Additional information

Your hobbies	I like to acquire knowledge as much as i can and i am also creative and innovative and i also like to evolve my mindset. I also like to exercise.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-08-00 (3 years)
Salary you wish	R6000 R per month
How much do you earn now	R4000 R per month