

# Kgaogelo Seete

## Curriculum Vitae (CV)

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

Warehouse assistant like inventory I can ensure that the stock is verified physically and on the system and I can also do circle count and the adjustment of stock.and also putaway and replenishment

Receiving assistant I can do physically verification

## Data capturing

### Preferred work location

## East Rand Gauteng

## **Contacts and general information about me**

Day of birth 1984-03-09 (41 years old)

**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 2015.09 iki 2021.05**

Company name Clicks DC

You were working at: Generals

### Occupation Inventory

What you did at this job position? Learning more about warehouse how to putaway and adjustment of stock and also counting

Working period **nuo 2022.10 iki 2023.12**

Company name M24 logistics

You were working at: Generals

Occupation Receiving assistant

What you did at this job position? Learning to receive the stock physically and system

Working period	<b>nuo 2007.11 iki 2010.01</b>
Company name	United Express logistics
You were working at:	Data capturers
Occupation	Data capture
What you did at this job position?	Learning more about logistics invoices and filling

### Education

Educational period	<b>nuo 2001.01 iki 2001.12</b>
Degree	Certificate
Educational institution	Kempton college
Educational qualification	N4 management assistant
I could work	As receptionist and administrator
Educational period	<b>nuo 2005.01 iki 2006.01</b>
Degree	Diploma
Educational institution	Damelin
Educational qualification	Office administrator
I could work	Office admin

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	very good	very good	very good
English	good	good	very good
isiZulu	good	good	basic

### Computer knowledge

Intro computers, windows 98/2000/xp/Vista

Basics typing skills, Microsoft office 2003

Ms word,Excel,Ms power point

### Conferences, seminars

Office practice, communication, information processing and computer practice

### Recommendations

Contact person	Ms Brenda Mahlangu
Occupation	Inventory Supervisor
Company	Clicks Dc
Telephone number	0120303927
Email address	brendamahlangu@clicksgroup.co.za

### **Additional information**

Your hobbies	Reading and socialize
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	R4000 R per month