



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)

Gender Female

Residential location East Rand
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 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	nuo 2007.11 iki 2010.01
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	nuo 2001.01 iki 2001.12
Degree	Certificate
Educational institution	Kempton college
Educational qualification	N4 management assistant
I could work	As receptionist and administrator

Educational period	nuo 2005.01 iki 2006.01
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