



Kelebogile George Rasephei

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any of admin jobs or data capturing. My positive points are that i can work under pressure well, always on time and can work well with others

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
	Call Centre agent Administrative jobs
Preferred work location	Northam Limpopo
	Rustenburg North West

Contacts and general information about me

Gender	Male
Residential location	Mogwase North West
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 2015.03 iki 2024.06
Company name	Makhaye Empire Group
You were working at:	Managers
Occupation	Office Manager
What you did at this job position?	Installation and Maintenance of Hardware and Software Installation of DTT AND DSTV Creation, Maintaining Of Invoices End of Day Reporting Typing, Copying and Printing Of Documents Cashier For Lotto & Internet Café Etc. Placing orders for stock and materials Installation and Maintenance of LAN Paying invoices and Installing DTT INSTALLATION

Education

Educational period	nuo 2006.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	Raphurele High School
Educational qualification	Grade 12/ Matric
I could work	anytime

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

PROGRAM IN COMPUTER

1. INTRO IN PC.S
2. BASIC TYPING SKILLS
3. MICROSOFT WORD 2003
4. MICROSOFT EXCEL 2003
5. Windows

Recommendations

Contact person	Thato Malebye
Occupation	Supervisor
Company	Makhaye Empire Group
Telephone number	0768964100
Email address	savenmes@gmail.com

Additional information

Driver licenses	None
Salary you wish	R13 000 R per month
How much do you earn now	R3500 R per month