



# Ezekiel Laka

Curriculum Vitae (CV)

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

General warehouse jobs

Automotive Production

Passionate

Hard worker

Manage deadlines

Fast learner

Knowledge of process

Preferred occupation	Generals
	General jobs

Preferred work location	Gauteng
-------------------------	---------

## Contacts and general information about me

Day of birth	1995-12-14 (30 years old)
--------------	---------------------------

Gender	Male
--------	------

Residential location	Pretoria / Tshwane
	Gauteng

Telephone number	<i>Information is available only for registered users.</i>
	<a href="#">Sign in</a>

Email address	<i>Information is available only for registered users.</i>
	<a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.11 iki 2022.12</b>
----------------	--------------------------------

Company name	SuperCare
--------------	-----------

You were working at:	Part time jobs
----------------------	----------------

Occupation	Automotive cleaner
------------	--------------------

What you did at this job position?	Blustering
------------------------------------	------------

Working period	<b>nuo 2023.02 iki 2024.07</b>
Company name	Gatang secondary school
You were working at:	Receptionist
Occupation	Admission
What you did at this job position?	Admission. Filling documents. Typing minutes. Receive in and outgoings mails and calls.tracing learners classes.printing.scanning.welcoming guests.apointments

### Education

Educational period	<b>nuo 2019.02 iki 2021.11</b>
Degree	Certificate
Educational institution	Tshwane north college
Educational qualification	Office administration Vocational level 4
I could work	Bookkeeping. General admin.receptionist. Secretary. Office administrator

### Languages

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

### Computer knowledge

Microsoft word  
 excel  
 PowerPoint  
 access  
 Computer literacy  
 Medicom system  
 Mails  
 Outlooks  
 Data base  
 SASAMS system  
 Spreadsheets

### Conferences, seminars

Educational institutions  
 Hospital institutions

### Recommendations

Contact person	Mr matji
Occupation	Principal
Company	Gatang secondary school
Telephone number	012 801 5927
Email address	gatangsec@gmail.com

#### **Additional information**

Your hobbies	Exercise Soccer player Plays mind games Reading
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	None R per month