



# Palesa Tracey Makhalemela

Curriculum Vitae (CV)

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

A HIGHLY COMPETENT,MOTIVATED AND ENTHUSIASTIC WITH EXPERIENCE OF WORKING PART OF A TEAM IN A BUSY OFFICE ENVIRONMENT.WELL ORGANIZED AND PROACTIVE IN PROVIDING TIMELY, EFFICIENT AND ACCURATE ORGANIZATION SUPPORT TO OFFICE MANAGERS AND COLLEAGUES. APPROACHABLE, WE'LL-PRESENTED AND ABLE TO ESTABLISH GOOD WORKING RELATIONSHIP WITH A RANGE OF DIFFERENT PEOPLE

### TECHNICAL SKILLS

°PROBLEM SOLVING SKILLS, READING COMPREHENSION, BUSINESS SKILLS, CUSTOMER SERVICE SKILLS

Preferred occupation	Generals General jobs
Preferred work location	Mpumalanga

## Contacts and general information about me

Gender	Female
Residential location	Leslie / Lebogang Mpumalanga
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 2021.09 iki 2022.04</b>
Company name	Valtuers pub and grill
You were working at:	Project manager
Occupation	Till manager
What you did at this job position?	I use to manage the team that I worked with, made sure that our stock is in order basically everything that a manager would do

## Education

Educational period	<b>nuo 2015.01 iki 2017.11</b>
Degree	Grade 10
Educational institution	Clapham High school
I could work	Yes

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

Microsoft Office

#### Recommendations

Contact person	Lindiwe Ndaba
Occupation	Owner of valtuers pub and grill
Company	Valtuers pub and grill
Telephone number	0829753207

#### Additional information

Your hobbies	Cooking and reading
Driver licenses	None
Salary you wish	8000-10000 R per month
How much do you earn now	R00 R per month