



Dineo Maifo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Being hardworking, organized, honest, and enjoying learning. these are the skills that bring customer relations.

time management.

problemsolving.

multi-tasking.

attention to detail.

ability to work under tight timelines.

self-reliance.

organizational.

Preferred occupation	Cashiers Retail, store jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1999-07-19 (26 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2022.01 iki 2022.12
Company name	OO ONIGOINDE - "FAMILY DENTIST "
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	Answer the telephone and take messages or forward calls. Schedule and confirm appointments and maintain calendars. Greet customers, clients, and other visitors. Check in visitors and direct or escort them to their destinations.

Education

Educational period	nuo 2022.01 iki 2023.12
Degree	Some Schooling
Educational institution	tshwana south college
Educational qualification	OFFICE ADMINISTRATOR
I could work	yes

Educational period	nuo 2014.01 iki 2019.12
Degree	Grade 11
Educational institution	Lotus Gardens secondary school
Educational qualification	business studies

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	good	basic

Computer knowledge

am good in ountputer i did office data processing and am proficiency in sending and receiving email messages, attaching files, using a word processor, understanding file management, posting messages and navigating the Internet. i know windows and microsoft office

Conferences, seminars

no

Recommendations

Contact person	OO ONIGOINDE
Occupation	owner
Company	OO ONIGOINDE - "FAMILY DENTIST "
Telephone number	(012) 3750925

Additional information

Your hobbies	Reading journaling, creative writing, art, meditation, working out, and spending time in nature and netball
Driver licenses	None
Salary you wish	R6000 R per month