



# Malemeku Sekgoka

Curriculum Vitae (CV)

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

I hold a matric certificate, Health worker certificate and nursing auxiliary certificate. I have a total of 5 years work experiences in retail, call centre, hospitality and medical. All my previous positions has taught me the importance of clear communication and customer/client services. I have received excellent performance evaluations from my former managers and have been formally recognized by them for my contribution towards my department's success.

I am energetic, ambitious person who has developed a mature and responsible approach to any task that I understand or situation that I am presented with.

I consider my strongest points to be my impeccable client services, phone manners, Good customer care and working within a team in a professional manner

Preferred occupation

Telemarketers

Sales jobs

Nurses

Medicine, healthcare, nursing jobs

Jobs for students

Student jobs

Part time jobs

Part time, weekend jobs

Other jobs

Other jobs

Preferred work location

Johannesburg

Gauteng

Pretoria / Tshwane

Gauteng

Polokwane / Pietersburg

Limpopo

## Contacts and general information about me

Gender

Female

Residential location

Johannesburg

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period	<b>nuo 2012.08 iki 2013.06</b>
Company name	Jetmart Store
You were working at:	Cashiers
Occupation	Till Operator
What you did at this job position?	Assist Costumers with payments at the till
Working period	<b>nuo 2013.07 iki 2014.11</b>
Company name	Ilanga Protea Training
You were working at:	Telemarketers
Occupation	Call Centre Agent
What you did at this job position?	Sales Callcentre,Offer Training to different companies
Working period	<b>nuo 2015.01 iki 2015.09</b>
Company name	Fedics catering
You were working at:	Kitchen staff
Occupation	Ward Hostess
What you did at this job position?	Offer Patient food according to their diet prescribed by the Dr ,medically
Working period	<b>nuo 2015.10 iki 2016</b>
Company name	Mediclinic Sandton
You were working at:	Nurses
Occupation	Enrolled Auxiliary Nurse
What you did at this job position?	Acting an Auxiliary Nurse scope of practice to the patient

## Education

Educational period	<b>nuo 2013.05 iki 2014.05</b>
Degree	Certificate
Educational institution	Empilweni Education
Educational qualification	Nursing Auxiliary
I could work	Yes

## Languages

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

**Computer knowledge**

- . Good telephone etiquette skills and computer literate
- . Using a computer and managing files
- . Knowledge of working effectively on Microsoft office packages and internet
- .

**Recommendations**

Contact person	Mr Thabo Maja
Occupation	Store Manager
Company	Jetmart Randburg
Telephone number	011 886 4696/5
Contact person	Mrs Susan Seshweni
Occupation	Unit Manager
Company	Mediclinic Sandton
Telephone number	079 709 2000
Contact person	Mr Chiko Bwalya
Occupation	sales Manager
Company	Ilanga Protea Training
Telephone number	011 042 7010
Contact person	Miss Sbhongile
Occupation	Hostess manager
Company	Fedics
Telephone number	079 709 2000

**Additional information**

Your hobbies	<ul style="list-style-type: none"><li>. Listening to music</li><li>. Reading Novels</li><li>. Going to Cinema</li><li>. Playing Baseball/softball</li><li>. Watching Series and movies or soapies</li><li>. Shopping</li></ul>
Driver licenses	None
Salary you wish	R7000 R per month
How much do you earn now	R5000 R per month