



Kgopotso Makaleng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am lady with 27 years old, i study diploma in administrative management from UNISA. I am not the person who discourage by failure, it makes me work more than i done before. i can work under pressure as long as the company goal is reach. I am willing to work with all my power so that i can give company more than it expect from me.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1989-02-22 (36 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 2015.04 iki 2016.03
Company name	Waltons
You were working at:	Administrators
Occupation	intership
What you did at this job position?	cashier, stock taker, filling ,banking and administrative duties

Education

Educational period	nuo 2008.01 iki 2012.11
Degree	Diploma
Educational institution	unisa
Educational qualification	administrative management
I could work	clerk cashier reception

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

windows excel

Conferences, seminars

none

Recommendations

Contact person	mrs rollien styen
Occupation	manager
Company	waltons
Telephone number	0123420626
Email address	rstyen@Walton.za

Additional information

Your hobbies	reading books
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-01-00 (12 years)
Salary you wish	4000.00 R per month
How much do you earn now	none R per month