



Millicent Kganakga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- General office administration
- Receptionist duties
- Filling and assisting customers telepathically
- Outbound telephone calls and e-mailing
- Staff supervision and streamlining of departmental operations
- Extensive client liaisons

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

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1990-08-26 (35 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 2016.01 iki 2016.10 |
| Company name | Mabafeng primary school |
| You were working at: | Administrators |
| Occupation | Admin Clerk |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2014.07 iki 2015.12 |
| Degree | Certificate |
| Educational institution | Tshwane south college |
| Educational qualification | management Assistance |
| I could work | as data capture,Admin clerk, project management,receptionist,secretarial,personal assistance. |

Languages

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

Computer knowledge

Computer skills: Microsoft Excel
Power Point, Outlook,
Microsoft Word.
Microsoft words,
Microsoft excel,
Microsoft office,
Access to email

Recommendations

| | |
|------------------|-------------------------|
| Contact person | maropeng mathulachipi |
| Occupation | Admin clerk |
| Company | department of education |
| Telephone number | 0788561222 |

Additional information

| | |
|--------------------------|------------------|
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | none R per month |