



Anikie Mokena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an honest young lady who is willing to work hard and grow in the organization. I have good interpersonal and communication skills, and also good presentation and negotiation skills.

I have higher certificate in Management Assistant N4,N5 and N6. With the following subjects:office practice, Communication,Computer practice and Information processing,I also did Call Center training.

I have certificate in Reception and Telephone Etiquette.

I am willing to go extra mile in my work because i am pro-active, curious, determined, committed and good listener so i will do my level best in the organization that gives a chance to prove my self and grow in the business. Thank you.

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

Contacts and general information about me

Day of birth	1988-09-23 (37 years old)
Gender	Female
Residential location	Pretoria / Tshwane
	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	nuo 2010.05 iki 2012.09
Company name	Keybase Training Solutions
You were working at:	Administrators
Occupation	Office Assistant
What you did at this job position?	Receiving clients, recieving incoming mail, refreshment, Answering telephones.

Education

Educational period	nuo 2015.12 iki 2016.12
Degree	Certificate
Educational institution	Nkangala Tvet College
Educational qualification	Management Assistant
I could work	As a Receptionist, Typist, Admininstration, Clerk and Secretary.

Languages

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

Computer knowledge

Microsoft Excel, Microsoft Access, Microsoft Word. Data Capturing, Professional Typing.

Conferences, seminars

I attended a course at keybase Training Solutions, Reception and Telephone etiquette 20 August 2010.

Microsoft Word Intermediate 21 and 22 July 2010, Microsoft Excel Intermediate 12 and 13 July 2010.

Recommendations

Contact person	Sipho Piet
Occupation	Director
Company	PSA Construction and Projects
Telephone number	072 2213 144
Email address	siphopiet@gmail.com

Additional information

Your hobbies	play netball, reading magazines and traveling.
Driver licenses	None
Salary you wish	R 7000 R per month