



Francinah Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Secretary, I am self motivated, willing to learn, hard working, ability to work independently ,team work and friendly to all people, problems solving and willing to work on weekends and holidays.

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

Contacts and general information about me

Day of birth	1985-06-28 (40 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 2008.10 iki dabar
Company name	builders ware house
You were working at:	Other jobs
Occupation	sales coordinator for gdid and construction
What you did at this job position?	handle all account customer including gdid account,engage and inform customer,book all oders for material that I received from senior coordinator, do reconciliation on account queries and email, ensure that details on invoice are correct at all the time,follow up on customer querries and wrong material, ensure that all details are included correctly quotation, escalate issue to line manager where unable to resolve,contact customer if I dont understand what he or she is looking for.

Education

Educational period	nuo 2006.01 iki 2007.10
Degree	Certificate
Educational institution	Tertiary Institute For Computer And Business Studies
Educational qualification	Microsoft Certified Professional (MCP)
I could work	office jobs,sales job,cleaning, switchboard operator,dispatched work, cashier, and secretary,receptionist.

Languages

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

Computer knowledge

Basic, MS Excel, MS Word, Power Point, and SAP.

Conferences, seminars

Government Department of Infrastructure Development Conference for Contract between Government and Builders Ware house,2014 /06/05 at Centurion Branch.

Recommendations

Contact person	helen maobane
Occupation	Admin Opps
Company	builders ware house
Telephone number	086 000 8907
Email address	helen.maobane@builders.co.za

Additional information

Your hobbies	Playing Netball, Watching TV and Reading Magazine.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-08-00 (11 years)
Salary you wish	R10000.00 R per month
How much do you earn now	R7000.00 R per month