



Mogambal Chetty

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a kind, friendly, punctual person. I am proficient in the following areas: Office Support, Data Capture, Filing, General Office duties, Phones, Diary, Timesheets, Wages. I have experience in various categories. I am punctual and efficient. PS I use public transport.

Preferred occupation general office support
Administrative jobs

Kitchen staff
Kitchen jobs

Chambermaid
Hotel jobs

Other jobs
Other jobs

Generals
General jobs

Jobs abroad
Jobs abroad

Preferred work location Pretoria / Tshwane
Gauteng

East Lynne
Gauteng

Contacts and general information about me

Day of birth 1973-09-26 (52 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 2010.01 iki 2010.12**
 Company name Farmwise Potatoes
 You were working at: Administrators
 Occupation Administrative Assistant
 What you did at this job position? fiing, health and safety, Woolworth's Portal, Calculations, All calculations, Timesheets and wages, answering phones any other required of me.

Working period **nuo 2007.02 iki 2008.05**
 Company name Petrochem Technical Services
 You were working at: Administrators
 Occupation Stores Clerk
 What you did at this job position? Goods receiving, GRVs, Data Capture (Pastel), stock take and control.

Working period **nuo 2002.11 iki 2006.02**
 Company name Jungle Juice Pub & Pool
 You were working at: Bartenders
 Occupation Bartender
 What you did at this job position? Open + Close, bartending, stock.

Working period **nuo 2000.08 iki 2002.08**
 Company name TOP Q
 You were working at: Administrators
 Occupation Liason officer
 What you did at this job position? Jobseeker Interviews, Employer interviews, Typing of ONE PAGE cv's, Sourcing Employment for Jobseekers

Education

Educational period **nuo 1987.01 iki 1991.11**
 Degree Grade 12 / Matric
 Educational institution Buffelsdale Secondary
 Educational qualification Matric Exemptpion

Languages

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

Computer knowledge

system and not afraid to grasp systems. I know how to use Windows and a bit of knowledge on Vista. I use an old Blackberry.

I am computer literate in MS Word, Excel, Emails, internet Searches, Pastel. I can learn any in-house

Recommendations

| | |
|------------------|-------------------|
| Contact person | Aggie Van Niekerk |
| Occupation | Bookkeeper |
| Company | Petrochem |
| Telephone number | 0842320051 |

| | |
|------------------|-------------------|
| Contact person | Genie Wood |
| Occupation | Financial Manager |
| Company | Farmwise |
| Telephone number | 083 411 3494 |

| | |
|------------------|---------------|
| Contact person | Bobby Doubell |
| Telephone number | +27614289670 |

Additional information

| | |
|-----------------|--|
| Your hobbies | I am a mother of 3 children. Life has been very tough. And right now, my kids are in a childrens home. (THEY WERE NOT TAKEN AWAY!) I chose to remain jobless after I encountered a lot of wrongdoers. It was tough but I had to do it, for my own sanity, I could not sacrifice my integrity. I am honest and hardworking, and willing to prove it. I used to belly dance, play pool, pc games, do stuff with my family. And want it back. And I'm willing to work for it. |
| Driver licenses | None |
| Salary you wish | 7000 R per month |