



# Nontobeko Juliet Segooa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My name is Juliet am currently working at DMR Attorneys am looking for Receptionist/Admin and Falling Clerk vacancy around Pretoria.

with the characteristics that I have I know am a good person for this job and I believe that if you do thing with love you do the best on it.

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

## Contacts and general information about me

Day of birth	1984-06-14 (41 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2013.11 iki 2017.12</b>
Company name	DMR Attorneys
You were working at:	Lawyers
Occupation	Receptionist/Admin
What you did at this job position?	Answering phone, scanning,Faxing,Emailing,Sorting Pirty Cash and Post

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
Setswana	good	good	basic

Sepedi

good

good

basic

### Computer knowledge

Ms Word, Excel, PowerPoint

### Recommendations

Contact person	Jostinah Kgopong
Occupation	Office Manager
Company	DMR Attorneys
Telephone number	0123466202
Email address	jostinah@dmrlaw.co.za

### Additional information

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	7000 R per month