Makgotso Annalize Swartz

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Well ia am lokking for a typing job that i will be able to do at home

+ Have my own computer

+fast typer

+internet knowledge

+Microsfot Word/Excell/Access

+know how to scan

+know how to make print outs

know how to fax documents etc

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1998-05-13 (26 years old)
Gender	Female
Residential location	East Rand 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 2018.01 iki 2018.05**
Company name	Liberty
You were working at:	Telemarketers
Occupation	telemarketer
What you did at this job position?	call people ,close customers,make sure that customers sign,sell the product to them

Education

Educational period	**nuo 2012.01 iki 2015.12**
Degree	Grade 12 / Matric
Educational institution	Dalpark Secondary School
Educational qualification	Grade 12
I could work	any where

Educational period	**nuo 2016.01 iki 2017.12**
Degree	Certificate
Educational institution	Ekurhuleni East College
Educational qualification	N4,N5,N6
I could work	Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	basic
Afrikaans	fluent	fluent	fluent
Sepedi	good	good	basic
Setswana	good	good	basic
Sesotho	good	good	basic
SiSwati	basic	basic	do not know

Computer knowledge

well I know

Microsoft Word

Microsoft Excel

Microsoft ACCESS

wIINDOWS 2010

Conferences, seminars

None

Recommendations

Contact person	Mr Chikalidza
Occupation	Manager
Company	JSE
Telephone number	073 50 30 156

Additional information

Your hobbies	Reading
	Singing
	Dancing
	Investigating
Driver licenses	None
Salary you wish	2500 R per month
How much do you earn now	2500 R per month