



Gaopalelwe Malewa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have advanced computer skills (Word, Excel, etc.), I get along with people, I am a quick learner, I am a team player, etc. greatest strength(s) : organizational skills .And, I'm definitely looking for a position where I can grow—professional development is something that's really important to me since I hope to take on managerial responsibilities in the future

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth 1984-06-12 (39 years old)

Gender Female

Residential location Johannesburg
 Gauteng

Telephone number *Information is available only for registered users.*
 [Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2011.02 iki 2018.07**

Company name Rectron PTY

You were working at: Switchboard operator

Occupation Front Desk Receptionist

What you did at this job position? Answers incoming calls, determines purpose of calls and forward calls to appropriate personnel or department

Working period **nuo 2018.08 iki dabar**

Company name Rectron Pty

You were working at: Administrators

Occupation Admin Assistant

What you did at this job position? : Tracking of deliveries, System update, Calling new registered clients, Welcoming clients for meetings and offer refreshments

Languages

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

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-00-00 (9 years)
Salary you wish	12000 R per month
How much do you earn now	9000 R per month