



# Refentse Kgabo

Curriculum Vitae (CV)

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

I have completed Business Administration Services from Quality Executive Development S.A. I have previously studied Human Resource Management at Vine College where I also obtained my computer literacy skills, Internal Auditor Course, SHE Representative, Incident and Accident Investigations. Legal Liability, Implementation of Quality ISO 9001:2015, Communication in English and Excel training to enhance my reporting skills. I am able to demonstrate understanding of employment relations in an organisation. perform basic business calculations. Function in a business environment and apply basic principles.

I am self motivated and ambitious with high energy level.

I am flexible and assertive with well developed interpersonal communication skills.

I am an energetic and Discipline team player who can work independently.

I work well under pressure and eager to learn.

I have been with TORRE INDUSTRIES since 2015 and moving from divisions to divisions of this company. I started in sales & Warehouse at Brubin Pumps a div of Torre Industries then moved to Letaba Finance department as a Junior Creditors and Admin after I joined Tractor And Grader Supplies a div of TORRE INDUSTRIES as a Procurement Clerk.

I was in charge of buying overseas buy-outs for the sales department, office consumables. communicate verbally and non-verbally in the workplace. Then I moved to Health & Safety where I investigate life and work related problems using data and probabilities, compile incident reports, produce and use spread sheets, update business processes and procedures, keep Safety files and folders up to date, inspect the building on a monthly basis, ensure we are Safety & Quality compliant by means of documents, display of policies, organograms, risk assessments, internal audits etc

Preferred occupation

Administrators  
Administrative jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Durban City  
KwaZulu-Natal

Johannesburg  
Gauteng

Victoria West  
Northern Cape

#### Contacts and general information about me

Day of birth	1992-04-21 (33 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>

#### Additional information

Salary you wish	18000 R per month
How much do you earn now	11000 R per month