

Masego Ngwenya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, switchboard operator and P.A

Preferred occupation Receptionist

Administrative jobs

Generals General jobs

Contacts and general information about me

Day of birth 1992-09-20 (33 years old)

Gender Female

Residential location Mahikeng / Mafikeng

North West

Telephone number Information is available only for registered users.

<u>Sign in</u>

Sign in

Work experience

Working period **nuo 2016.11 iki 2017.10**

Company name Taletso corporate center

You were working at: Receptionist

What you did at this job position? Receiving and welcoming customers, answering calls and

make appointments, filing and taking minutes of the meeting

Education

Educational period **nuo 2013.01 iki 2015.11**

Degree Certificate

Educational institution Taletso tvet college

Educational qualification Office Administration L4

I could work As a receptionist, p.a and secretary

Educational period **nuo 2016.06 iki 2018.12**

Degree Certificate

Educational institution Taletso tvet college

Educational qualification Human Resource management N6
I could work As an assistant in H.R department

Languages

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

Computer knowledge

Microsoft Word

Exel

Power point

Microsoft office

Recommendations

Contact person Mrs Maimane
Occupation Office manager

Company Taletso corporate center

Telephone number 018 384 2346