



Onalenna Pency Pilane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day,

RE'Receptionist

Kindly receive my Curriculum Vitae, Educational Certificate, References and Identity Certified copy.

I am self motivated, trustworthy, creative, flexible and determined young motswana lady of 33 years of age. I have passed a vocational test in waiter vocation at Grade B level. I am reliable and well organized. I have excellent customer service skills and can work under pressure with minimum supervision. I have been on attachment at Grand Palm Hotel, Chobe Game Lodge, Cresta Lodge and worked as a data capture clerk. My strong interpersonal and communication have allowed me to develop good working relationship with my colleague, management and customers

Pleasure to here from u.

Regards,

Onalenna Pency Pilane

Preferred occupation Waiters, waitresses
Restaurant, bar service jobs

Preferred work location Other North West
North West

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1985-10-02 (40 years old) |
| Gender | Female |
| Residential location | Rustenburg North West |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2008.01 iki 2011.08 |
| Company name | DOCUMENT BANK BOTSWANA |
| You were working at: | Data capturers |
| Occupation | RECEPTIONIST |
| What you did at this job position? | ANSWERING CUSTOMER CALLS |

Education

| | |
|---------------------------|--------------------------------------|
| Educational period | nuo 2013.01 iki 2014.09 |
| Degree | Certificate |
| Educational institution | Madirelo training and testing center |
| Educational qualification | TRADE B LEVEL |
| I could work | YES |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| Setswana | very good | good | very good |

Computer knowledge

MICROSOFT OFFICE

Conferences, seminars

ISO 90001

Recommendations

| | |
|------------------|-----------------------------|
| Contact person | Rosinah Molobi |
| Occupation | - |
| Company | - |
| Telephone number | 0842345834 |
| Email address | pilaneonalenna667@gmail.com |

Additional information

| | |
|--------------------------|--------------------------------|
| Your hobbies | watching tv playing netball |
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 4500 R per month |