



Bongo Boo!

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administrator job. I'm a bubbly person yet very professional, love working with people. I use every opportunity afforded to me to make a positive contribution to society.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1983-03-18 (42 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. Sign in

Work experience

Working period	nuo 2018.01 iki 2020.03
Company name	Boys n Girls clubs of South Africa
You were working at:	Other jobs
Occupation	Facilitator
What you did at this job position?	Database and helping with administration, facilitation of after school programs, marimba music coach and submission of program data

Education

Educational period	nuo 1996.01 iki 2000.12
Degree	Grade 12 / Matric
Educational institution	JA Calata Secondary School

Languages

Language	Speaking level	Understanding level	Writing level
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English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	very good	very good	very good

Computer knowledge

I have knowledge of excel and word and PowerPoint. My typing is accurate

Recommendations

Contact person	Stephen Mahlangu
Occupation	Senior administrator
Company	Boys and Girls Club
Telephone number	0116142908
Email address	Stephen@bgcsa.co.za

Contact person	Zandile Motsoeneng
Occupation	Women's Rights Assistant
Company	Action Aid
Telephone number	0117314538
Email address	Zandile.Motsoeneng@actionaid.org

Additional information

Your hobbies	Teaching kids how to play marimba instrument
Driver licenses	None
Salary you wish	10,000 R per month
How much do you earn now	8,000 R per month