

Refilwe Kgwefane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a good communication skills, interpersonal relationship and good listening skills. Time management and know the importance of confidentiality, team player

Preferred occupation Administrators

Administrative jobs

Preferred work location Brits

North West

Contacts and general information about me

Day of birth 1991-02-25 (34 years old)

Gender Female
Residential location Brits

North West

Telephone number Information is available only for registered users.

<u>Sign in</u>

<u>Sign in</u>

Work experience

Working period **nuo 2016.05 iki 2020**

Company name Shoe city

You were working at: Shop assistants

Occupation Sales assistant

What you did at this job position? Merchandise, filling, cashier and floor assistant

Education

Educational period nuo 2018.01 iki 2018.06

Degree Grade 12 / Matric
Educational institution Raboni high school
Educational qualification Senir Certificate

I could work As administrator and under pressure

Educational period **nuo 2015.01 iki 2015.11**

Degree Certificate

Educational institution Prosperity career college

Educational qualification Computer literacy

I could work Office administration

Languages

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

Computer knowledge

Computer keyboard typing, introduction to computers, Windows 8, Microsoft word, Microsoft excel, Microsoft PowerPoint, Microsoft access, Microsoft publisher, internet explorer

Recommendations

Contact person Deborah Lengwasa

Occupation Manager

Company Shoe city

Telephone number 0799745952

Contact person Mrs Makete

Occupation Rector

Company 0839651653

Additional information

Your hobbies Reading, planning, cooking and cleaning

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2011-05-00 (14 years)
Salary you wish 5000.00 R per month

How much do you earn now 1900 R per month