



# Tshepisho Bonokwane

Curriculum Vitae (CV)

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

I'm looking for Office Administration or Receptionist job.

I'm computer literate and my aim is to render a service that is professional, deliver good work that I and the Employer can be proud of and enhance the image of the Employer. I am perseverant and can work very well under stressful situation. I have excellent communication skills (both in writing and verbally) and have good telephone etiquette. I am a hard worker, fast learner, good listener, motivated, positive, young, energetic and passionate about my work.

These qualities have been obtained and tested at different levels of my career path and I have risen above any difficult situation that I have come across. I perform my duties to the best of my ability, submit work that is neat, correct and on time, and always willing to go an extra mile when need arises. I have gained experience throughout my working career and I have valued positive and negative criticism offered by both colleagues and Employer. I believe I am the right candidate because I know I can deliver a good service by offering the experience and knowledge I have gained throughout my working career.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Rustenburg North West
	Klerksdorp North West
	Potchefstroom North West

## Contacts and general information about me

Day of birth	1979-03-13 (45 years old)
Gender	Female
Residential location	De Aar Northern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>

Email address

*Information is available only for registered users.*

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#### **Additional information**

Salary you wish 15000 R per month

How much do you earn now 8500 R per month