



Mosidi Innosencia Makhongoane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a smart worker,whom is willing to do my best in improving the company. I have first rate in communication skills and function well in a team and I have no limitations as an individual

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| Preferred work location | West Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1985-04-10 (39 years old) |
| Gender | Female |
| Residential location | West Rand Gauteng |
| 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 2015.05 iki 2015.09 |
| Company name | Lapa LA Africa |
| You were working at: | Administrators |
| Occupation | Admin and safety officer |
| What you did at this job position? | I was working with files and making sure that the site was safe n I did all of the first Aid work |
| Working period | nuo 2015.10 iki 2018.04 |
| Company name | Hop twisted Italian restaurant |
| You were working at: | Chefs |
| Occupation | Chef |
| What you did at this job position? | I was preparing all the food in the kitchen making sure that our shop is nice n clean and the food taste good too |

Working period **nuo 2018.05 iki 2020.11**
 Company name Belloord 73
 You were working at: Generals
 Occupation Admin and cleaning
 What you did at this job position? I was helping with the files n cleaning the plant n offices

Working period **nuo 2006.06 iki 2007.04**
 Company name Lennie de Beer construction
 You were working at: Builders
 Occupation Labour
 What you did at this job position? Assistant builder

Education

Educational period **nuo 2000.01 iki 2003.12**
 Degree Grade 11
 Educational institution Botebotsebo high school
 Educational qualification Certificate
 I could work As a safety officer and Administration and a cleaner

Languages

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

Computer knowledge

I have knowledge in computer and still learning some more of office excelor

Conferences, seminars

opportunity to meet and exceed assigned goals. I will be a positive future to the company.

I am a smart worker, whose willing to do the best to improve the company. I have a first rate in

Recommendations

communication skills and
Contact person

Dan Thato Molefe

Function well in a team. I have no limits as an individual. I have an outgoing personality and get
Occupation

General manager

along with all my fellow employees. I perform exceptional under pressure and I have strong
Company

Lapa LA Africa

leadership qualities. My objective is to acquire a challenging career with a solid company that
Telephone number

0826213060

utilising the opportunity to contribute to the continued growth and success of the organization. One

contact person to work with a company that provides quality products or service and provides me an

Occupation

HR Department

Company

Belloord

Telephone number

0662251162

Contact person

Zonke Simelane

Occupation

Supervisor

Company

Belloord

Telephone number

0768838954

Additional information

Your hobbies

Love cooking, Reading novels, watching TV and playing some games

Salary you wish

8000 R per month

How much do you earn now

4000 R per month