



# Gaolese Borias

Curriculum Vitae (CV)

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

Administration Clerk

Office work

Secretary

Preferred occupation

Administrators  
Administrative jobs

Secretaries  
Administrative jobs

Preferred work location

East Rand  
Gauteng

West Rand  
Gauteng

## Contacts and general information about me

Day of birth 1982-11-11 (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.*  
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## Work experience

Working period **nuo 2016.04 iki 2017.03**

Company name Transnet

You were working at: Data capturers

Occupation Administration assistant

What you did at this job position? Document controller-attending meeting and writing minute,scanning document,filling document both electronic and hard copy,photocopying document

## Education

Educational period **nuo 2003.04 iki 2002.01**  
 Degree Grade 12 / Matric  
 Educational institution EWC  
 Educational qualification N3  
 I could work Yes

Educational period **nuo 2016.04 iki 2017.03**  
 Degree Certificate  
 Educational institution Transnet  
 Educational qualification FETC:Business Administration Service:Level 4  
 I could work Yes

**Languages**

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

**Computer knowledge**

Ms word,Microsoft Excell,Adobe Photoshot,Delphi,Windows etc

**Conferences, seminars**

At Transnet we did a FETC:Business Administration Service:Level4 which taught me a lot about business especially I come a business background.Rosebank College did Office Administration certificate.

**Recommendations**

Contact person Peter Johnstone  
 Occupation Pastor  
 Company Brackenhurst Methodist Church  
 Telephone number 011 900 1503

**Additional information**

Your hobbies Reading Books  
 Gymnastics  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2019-10-00 (5 years)  
 Salary you wish 10000 R per month  
 How much do you earn now 10000 R per month

