



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:Bussiness 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

