



# Makgotso Khumalo

Curriculum Vitae (CV)

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

I'm looking a receptionist or admin clerk job because I really like working with people I'm a friendly person with people skills and a great team player and a hard worker I'm willing to relocate.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Gauteng

## Contacts and general information about me

Gender	Male
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2015.06 iki 2017.01</b>
Degree	Certificate
Educational institution	Ekhurhuleni east college (Brakpan)
Educational qualification	Management assistant
I could work	As an receptionist or admin clerk

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

## Computer knowledge

I have computer certificate, I am able to use Excel, Ms Word, Power Point.

## Additional information

Your hobbies	Reading and jogging
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2020-07-00 (4 years)
Salary you wish	R15000 R per month
How much do you earn now	R0 R per month