



Boitumelo Cathrine Ganabo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a professional when coming to communication both verbal and written, good report writing and minutes taking. I can work in a team and keep confidential information safe, I am computer literate and can communicate at levels. I respect time, my strength are reaching tasks given to me in time, weakness including knocking off late in order to meet deadlines. I have all the previous experience in administration jobs such as records management, asset management, general office work management. I Excel in Administration and can also work in the Supply Chain or procurement. I can work as a secretary or PA. My office experience include events management. I am hard working and can start work at anytime should I be called for interviews

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Kuruman Northern Cape

Contacts and general information about me

Day of birth	1973-12-14 (50 years old)
Gender	Female
Residential location	Kathu Northern Cape
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

Additional information

Salary you wish	R20 000 R per month
How much do you earn now	R15 000 R per month