



Elsie Khonjela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have experience as a site clerk and as a cleaner, I am very committed worker, I love challenges and I have the will to success, I am a motivated person. I have the ability to learn fast which will facilitate the training period. I want to advance my career in a position that allows me to grow as a person I making a success. I also want to further my studies, growing up without two parents it's so difficult so finding a job it will make a huge and a positive difference in my life.

I am a quick learner who can instantly pick up new skills, in addition to this I am well presented, polite and able to handle a variety of manual tasks. On a personal level I possess excellent communication skills.

I hope that my application will receive your favorable consideration.

Contacts and general information about me

Day of birth	1991-11-17 (33 years old)
Gender	Female
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 2015.01 iki 2018.12
Company name	Dracon
You were working at:	Filing clerk
Occupation	Health and safety
What you did at this job position?	Plan and monitor health and safety and prices health and safety audits, conduct health and safety audits, investigate incidents, make recommendations regarding health and safety, conduct inspection, attend health and safety committee meetings and identify potential hazardous, risks and dangers.

Working period	nuo 2018.01 iki 2018.12
Company name	Dracon
You were working at:	Cleaners
Occupation	Health and safety
What you did at this job position?	Wash and tidied all offices and kitchen areas in the company, restock and maintained all kitchen supplies as needed,vacuum and mop,clean out waste bin and dispose all trash,Dust,wipe and polished furniture, partitions and fixtures, properly,interpret and comply with all safety guidelines and personal and maintain a hygiene environment.

Education

Educational period	nuo 2012.01 iki 2012.03
Degree	Certificate
Educational institution	medicine
Educational qualification	Basic ambulance assistance
I could work	File clerk,she rep,caregiver,

Languages

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

Computer knowledge

I do not have any knowledge.

Recommendations

Contact person	Lucia
Occupation	Call center
Company	African bank
Telephone number	0729268161
Email address	lulunokie14@gmail.com

Additional information

Your hobbies	Reading,shopping,
Driver licenses	None
Salary you wish	8500 R per month