



Anathi Mongameli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administration jobs, either data capture, receptionist or switch board operator. I have completed Office Administration level 4 as well as management Assistance No. I'm such a dedicated person, fast learner, punctual and I have good communication skills as well as computer skills.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Kathu Northern Cape

Contacts and general information about me

Day of birth	1992-06-24 (32 years old)
Gender	Male
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

Work experience

Working period	nuo 2016.11 iki 2018.12
Company name	TFG (Sportscene)
You were working at:	Cashiers
Occupation	Sales Associate
What you did at this job position?	Customer service, payments of accounts, customer enquiries, placing orders (IBTS) etc

Education

Educational period	nuo 2012.01 iki 2014.12
Degree	Certificate
Educational institution	West Coast TVET College
Educational qualification	Level4 Office Administration
I could work	I could work as data capture, Admin clerk or receptionist.

Educational period	nuo 2017.01 iki 2018.06
Degree	Certificate
Educational institution	West Coast TVET College
Educational qualification	N6 Management Assistant
I could work	Assistant manager,administration clerk or secretary.

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Ms word,PowerPoint,Access,Excel and Outlook.

Recommendations

Contact person	J Isaacs
Occupation	Store manager
Company	Sportscene
Telephone number	071 0912 904

Additional information

Your hobbies	Sport (soccer) volleyball and music.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-03-00 (5 years)
Salary you wish	R5,000 R per month
How much do you earn now	R4,050 R per month