



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.11 iki 2018.12</b>
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	<b>nuo 2012.01 iki 2014.12</b>
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	<b>nuo 2017.01 iki 2018.06</b>
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