



Colleen Mphago

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administration job, Switchboard operator or a reception job.... I have 5 years experience... I'm a fast learner. I'm willing to learn more and into other departments. I'm a problem solver and enjoy interacting with people.

| | |
|-------------------------|---|
| Preferred occupation | Switchboard operator Administrative jobs |
| | Front Desk Agent Administrative jobs |
| | Receptionist Administrative jobs |
| Preferred work location | Polokwane / Pietersburg Limpopo |
| | Pretoria / Tshwane Gauteng |
| | Mokopane / Potgietersrus Limpopo |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1994-08-31 (30 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2016.02 iki 2021 |
| Company name | The Marketing Arm |
| You were working at: | Receptionist |
| Occupation | Switchboard Operator |
| What you did at this job position? | Answering phones for 30 People, Filing, |

Education

| | |
|---------------------------|-----------------------------------|
| Educational period | nuo 2012.01 iki 2015.11 |
| Degree | Certificate |
| Educational institution | Central Johannesburg College TVET |
| Educational qualification | Office Administration |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | fluent | fluent | fluent |
| Sepedi | very good | very good | good |
| isiZulu | good | basic | basic |

Additional information

| | |
|---------------------|-------------------------------------|
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2017-01-00 (7 years) |
| Salary you wish | 15000 R per month |