



# Makgabo Jacobeth Kgoadi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for Data capturer or administration clerk or any office assistant job. I have grade 12, working experience within the field. I have sound knowledge of working in the field, I have ability to maintain good client relation. Hard working and good decision making. I'm also humble and trustworthy.

## Contacts and general information about me

Day of birth 1982-05-18 (42 years old)  
Gender Female  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2002.11 iki 2003.11**  
Company name Department of education  
You were working at: Receptionists  
Occupation Switch board operator  
What you did at this job position? Answering and referring calls to their destination, typing, filling, customer service

Working period **nuo 2004.08 iki 2006.10**  
Company name Optique eye care  
You were working at: Receptionists  
Occupation Personal assistant to the Optometrist  
What you did at this job position? Welcoming patients and screening them , ordering glasses, phone their medical aid schemes for their benefits and other other admin work related

## Languages

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

**Computer knowledge**

Introduction to computer

Typewriting

Ms windows

Word

Excel

**Recommendations**

Contact person	Miss Mahlatse Kgoadi
Occupation	Assistant
Company	Department of education
Telephone number	015 290 7622

**Additional information**

Your hobbies	Reading articles Socialising Exercising
Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R4,500 R per month