



Lindiwe Raganya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job or any job of a general worker,i am computer literate,i have excellent communication in English both verbal and writing,i have good teamwork skill, excellent leadership skill,time management skill and excellent organising skill.

Preferred occupation	Generals General jobs
	Administrators Administrative jobs
	Miners Mining jobs
Preferred work location	Rustenburg North West
	Brits North West

Contacts and general information about me

Day of birth	1993-01-23 (31 years old)
Gender	Female
Residential location	Rustenburg North West
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 2011.01 iki 2011.12
Company name	Kopano internet cafe
You were working at:	Administrators
Occupation	Administration assistant
What you did at this job position?	Data capturing,typing and printing for local NGO's,Typing speed of 45+WPM,Designing and printing certificates for Local Creches,Faxing amd typing for clients,keeping record,Buying new stock and doing salaries

Working period **nuo 2018.01 iki 2020.03**
 Company name Mdau plant
 You were working at: Miners
 Occupation Plant operator
 What you did at this job position? Assisting the plant operating machine to clean chrome, making sure pipes are not blocked, attending the diesel chamber,

Education

Educational period **nuo 2010.01 iki 2010.12**
 Degree Grade 12 / Matric
 Educational institution SEBOYE senior secondary school

Educational period **nuo 2012.02 iki 2014.12**
 Degree Certificate
 Educational institution Tswane University of technology
 Educational qualification NHC in accountancy

Educational period **nuo 2015.01 iki 2016.12**
 Degree Certificate
 Educational institution Capricorn college for Tvet
 Educational qualification N4,

Languages

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

Recommendations

Contact person Mrs F mmabutle
 Occupation Manager
 Company Kopano Internet cafe
 Telephone number 0153554979/0731042840
 Email address Kopanointernetcafe@gmail.com

Contact person Mr s seemeng
 Occupation Manager
 Company MDAU plant
 Telephone number 0761955677
 Email address Sidwelseemeng20@gmail.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-01-00 (12 years)
Salary you wish	6000 R per month