



# 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	<b>Generals</b> General jobs
	<b>Administrators</b> Administrative jobs
	<b>Miners</b> Mining jobs
Preferred work location	<b>Rustenburg</b> North West
	<b>Brits</b> North West

## Contacts and general information about me

Day of birth	1993-01-23 (31 years old)
Gender	Female
Residential location	<b>Rustenburg</b> North West
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 2011.01 iki 2011.12</b>
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	<b>nuo 2018.01 iki 2020.03</b>
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	<b>nuo 2010.01 iki 2010.12</b>
Degree	Grade 12 / Matric
Educational institution	SEBOYE senior secondary school
Educational period	<b>nuo 2012.02 iki 2014.12</b>
Degree	Certificate
Educational institution	Tswane University of technology
Educational qualification	NHC in accountancy
Educational period	<b>nuo 2015.01 iki 2016.12</b>
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