



# Makoena Michael Semanya

Curriculum Vitae (CV)

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

I am looking for Administrative clerk jobs, such as Data captures, Debtors clerk, Creditors clerk. I have a drive to excellence as i am an achievement oriented and subsequently job motivated. I am persistent at completing tasks and also engage in healthy competition while taking reasonable and calculated risk. I possess an analytical ability in anticipating problems, opportunities and the needs of my surroundings.

I had gained practical experiences in Data capturing, Cashier and Supply Chain Management which i got from Pick n pay (Matoks), Protea Hotel (The Ranch) and Limpopo Economic Development, Environment and Tourism respectively.

My communication skills, both oral and written are exceptional, also my Accounting skills and computer illiteracy (Microsoft office). I enjoy taking initiative and encourage other people to participate in activities.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Data capturers<br>Administrative jobs |
| Preferred work location | Polokwane / Pietersburg<br>Limpopo    |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1981-10-12 (43 years old)   |
| Gender               | Male  |
| Residential location | Polokwane / Pietersburg<br>Limpopo  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | R5000 R per month |
| How much do you earn now | N/A R per month   |