



Khemis Johan Maseko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking office administration job, i want to grow in live, share my skills i have gained from previous companies and i want to be an asset to the company will hire me.

Preferred occupation	Admin clerk Construction jobs
	Car drivers Driver jobs
	Filing clerk Administrative jobs
Preferred work location	Kimberley Northern Cape
	Secunda Mpumalanga

Contacts and general information about me

Gender	Male
Residential location	Greylingstad Mpumalanga
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 2012.11 iki 2015.10
Company name	Concor basil read joint venture
You were working at:	Administrators
Occupation	Site clerk
What you did at this job position?	Oil reconciliation, monthly plant returns, service schedules, breakdown reports, capture daily plant hours, follow up orders, writing requisition, getting quotation from suppliers, machine transfers, capturing mechanics time sheet

Working period **nuo 2006.02 iki 2012.01**
 Company name Group five plant
 You were working at: Administrators
 Occupation Workshop clerk
 What you did at this job position? Monthly plant returns, follow up orders, oil reconciliation, dispatch and receive goods, service schedules, capturing mechanics timesheet and plant transfers

Education

Educational period **nuo 2001.02 iki 2001.12**
 Degree Diploma
 Educational institution Lumina business college
 Educational qualification Business computing
 I could work Full time

Languages

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

Computer knowledge

Microsoft office

Conferences, seminars

Engen lubrication training, health and safety representative training, first aid training level one and risk assessment training

Recommendations

Contact person Royce Ndlovu
 Occupation Manager
 Company Fairacres products pty ltd
 Telephone number 0725066347

Additional information

Your hobbies Soccer and movies
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2004-04-00 (20 years)
 Salary you wish 15000 R per month
 How much do you earn now 5700 R per month