



# 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> <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 2012.11 iki 2015.10</b>
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	<b>nuo 2006.02 iki 2012.01</b>
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	<b>nuo 2001.02 iki 2001.12</b>
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