



Makosha Lelaka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Makosha Lelaka I am highly motivated individual and I am attracted to new challenges and opportunities that may arise in within my arrears of interest and work. I am a dedicated and loyal individual and can accomplish any task that I put my mind to. I am capable to work equally well alone or contribute to a team effort.

I enjoy the daily challenges of a diverse company that can help me grow within an organization as well as to help gain personal satisfaction and grow within the organization. I also enjoy contributing to the long term objectives of the company whether in terms of profit or new account. In conclusion I would, as an individual be an asset to any company I am employed to.

Preferred occupation	Administrators Administrative jobs
	Call Centre agent Administrative jobs
	Data capturers Administrative jobs
	Customer care agent Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-12-13 (32 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2014.04 iki 2022.07
Company name	CCD Couriers
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	It was a courier company and my duties were sending reports daily to management, Inbound and outbound calls arranging for the parcel to delivered to the clients, data capturing, responding to queries and dealing with the clients personally and telephonically

Education

Educational period	nuo 2006.01 iki 2011.12
Degree	Grade 12 / Matric
Educational institution	Tetelo Seconday School
Educational qualification	Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Office
 Email Management
 Data Entry
 Spreadsheet

Recommendations

Contact person	Puleng Mokometsi
Occupation	Supervisor
Company	CCD Couriers
Telephone number	0628504883 / 0117995427
Email address	Puleng@ccdcouriers.com

Additional information

Your hobbies	Going to the Gym
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	0.00 R per month