



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 (33 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