



Lemogang Kgosimore

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I believe that I would be a great addition to The company's team/staff. I have a strong work ethic that drives me to meet deadlines and always be productive. I'm a team player, goal oriented and always look for best solutions.

Preferred occupation

Administrators
Administrative jobs

Secretaries
Administrative jobs

Receptionist
Administrative jobs

Preferred work location

Mokopane / Potgietersrus
Limpopo

Polokwane / Pietersburg
Limpopo

Lebowakgomo
Limpopo

Bela-Bela / Warmbad
Limpopo

Louis Trichardt
Limpopo

Pretoria / Tshwane
Gauteng

Klerksdorp
North West

Lichtenburg
North West

Mahikeng / Mafikeng
North West

Zeerust
North West

Contacts and general information about me

Day of birth 1996-05-06 (28 years old)

Gender Male

Residential location Mokokpane / Potgietersrus
 Limpopo

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2016.03 iki 2019.06**

Company name NBCFC

You were working at: Administrators

Occupation Junior Administrator

What you did at this job position? I was responsible of Filing documents, handling incoming and
 Outgoing Mails and Calls.

Education

Educational period **nuo 2016.01 iki 2019.06**

Degree Certificate

Educational institution Taletso Tvet College

Educational qualification Office Administration

I could work I could work as an Assistant, Secretary, Receptionist and
 Administrator.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Afrikaans	basic	basic	basic
Sepedi	very good	very good	very good
Setswana	very good	very good	good

Computer knowledge

My Computer Knowledge is very good. Learned and worked with programs such as Wors, Excel, Powerpoint, Adobe, outlook, Acces and Photoshop

Recommendations

Contact person Silas Mahopo

Occupation Clerk

Company Department Of Agriculture

Telephone number 0835445369

Contact person	Bonolo Magashula
Occupation	HOD
Company	NBCFC
Telephone number	+27 (84) 831-1613

Additional information

Your hobbies	Reading Playing soccer Socializing Listening to music
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-12-00 (1 years)
Salary you wish	R8000 R per month
How much do you earn now	N/A R per month