



# 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	Mokopane / Potgietersrus Limpopo
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 2016.03 iki 2019.06</b>
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	<b>nuo 2016.01 iki 2019.06</b>
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 (2 years)
Salary you wish	R8000 R per month
How much do you earn now	N/A R per month