



Matima Makgoka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for job in the administration field,gain experience and grow professionally.

Positive points:

Team player

Innovative

Problems solving skills

Preferred occupation

Administrators
Administrative jobs

Receptionist
Administrative jobs

Filing clerk
Administrative jobs

Data capturers
Administrative jobs

Call Centre agent
Administrative jobs

Personal assistant
Administrative jobs

Operations Clerk
Administrative jobs

Preferred work location

Polokwane / Pietersburg
Limpopo

Pretoria / Tshwane
Gauteng

East Rand
Gauteng

Contacts and general information about me

Day of birth 1996-08-22 (28 years old)

Gender Male

Residential location Johannesburg
Gauteng

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

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2021.02 iki 2023.03
Company name	Tau-kwena Primary school
You were working at:	Administrators
Occupation	Office admin
What you did at this job position?	Operating system (SASAMs), Filing,MS documents [word,excel and PowerPoint], Operation office equipment etc

Education

Educational period	nuo 2016.02 iki 2018.12
Degree	Diploma
Educational institution	Richfield Graduates Institution of Technology
Educational qualification	Diploma in business administration
I could work	Office administrator,data capture, receptionist

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	very good	very good	very good

Computer knowledge

ICT skill
Level 3 Adaptation

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-12-00 (2 years)
Salary you wish	10 000+ R per month
How much do you earn now	0.00 R per month