



# Kamogelo Mogapi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am eager to enhance and refine my personal development , and take on the challenges that lie ahead. I will endeavor to effectively performance all my tasks as required by the organization and maintain the standard as defined by you. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty. It is my aim to make and be part of a successful team that is directly involved in making the organization a success, as I believe I have a role to play in making things a success.

Preferred occupation

**Administrators**

Administrative jobs

**Government jobs**

Government jobs

**Generals**

General jobs

**HR intern**

Management, human resources jobs

## Contacts and general information about me

Day of birth

2000-03-24 (24 years old)

Gender

Female

Residential location

Johannesburg

Gauteng

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 2022.04 iki 2023.01**  
 Company name Satt4 Global Enterprise  
 You were working at: Maintenance technician  
 Occupation Office Administrator  
 What you did at this job position? Preparing, organising and storing information in paper and digital form, Dealing with queries on the phone and by email, Managing diaries, scheduling meetings, Arranging post and deliveries, Typing up letters and reports, Updating computer records using a database Printing and photocopying Ordering office supplies, Maintaining office systems, Liaising with suppliers and contractors, Liaising with staff in other departments i.e maintenance, HR Working in an office.

Working period **nuo 2021.01 iki 2021.11**  
 Company name Dr Mamaros Dental Surgery  
 You were working at: Medical receptionist  
 Occupation Front Desk Worker  
 What you did at this job position? greet people at a dentist's office, assist clients, scheGreet patient as they come into the office. Answer clients' questions. Schedule appointments. Take and process payments. Perform administrative tasks (answer the phone, take messages, contact clients, file records, basic accounting, and more.

**Education**

Educational period **nuo 2018.01 iki 2018.11**  
 Degree Certificate  
 Educational institution Vuselela Tvet College  
 Educational qualification N2 Instrumentation  
 I could work As an assistant technician.

**Languages**

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	very good	fluent
English	very good	fluent	fluent
isiZulu	good	good	basic

**Computer knowledge**

MS Office -Word, Excel, Outlook, Powerpoint, OneNote, Access  
 Google Drive -Docs, Sheets, Slides, Forms  
 Spreadsheets-Excel, Google Sheets  
 Email -mail merge, filters, folders, rules

**Recommendations**

Contact person	Lesego Ramphele
Occupation	Office Manager
Company	Satt4 Global Enterprise
Telephone number	0817203671
Email address	LesegoL@satt4.co.za

Contact person	Masego Maloba
Occupation	Dental Assistant
Company	Dr Mamaros Dental Surgery
Telephone number	0828370978
Email address	Info@mamaros.co.za

#### **Additional information**

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	7500 R per month