



# Virginia Makuapane

Curriculum Vitae (CV)

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

I am looking for job where I am an eye of the organisation cause I am good at that know how to treat visitors and I have done the course

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng       |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1999-07-31 (25 years old)   |
| Gender               | Female  |
| Residential location | West Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2019.01 iki 2019.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Reabetswe Secondary School     |
| Educational qualification | National Senior Certificate    |
| I could work              | Immediately                    |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |

## Computer knowledge

Mac OS etc

Windows

**Conferences, seminars**

Microsoft office

January till December 2021 I was doing Office Administration L2 and then 2022 I was doing Excel

Management Assistant N4 and N5

**Additional information**

|                          |                   |
|--------------------------|-------------------|
| Your hobbies             | Reading           |
| Driver licenses          | None              |
| Salary you wish          | 10000 R per month |
| How much do you earn now | 00 R per month    |