



# Neo Lekonyane

Curriculum Vitae (CV)

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

Receptionist job.

Admin clerk,

Call center job,

Store assistant,

I have good communication skills,

Good time management skills,

Ability to work independently and in a team

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Gauteng
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 2023.11 iki 2023.12</b>
Company name	Motloutsi Medical Practice
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Admin duties
Working period	<b>nuo 2011.01 iki 2015.12</b>
Company name	Compass Communications
You were working at:	Beauty therapist
Occupation	Beauty Advisor
What you did at this job position?	Responsible for product sales and customer service

**Education**

Educational period	<b>nuo 2017.01 iki 2019.12</b>
Degree	Certificate
Educational institution	Tshwane South College
Educational qualification	Management Assistant
I could work	As a Receptionist, Personal Assistant, Admin Clark, Call center agent.

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	very good	very good

**Computer knowledge**

Microsoft word  
 Excel  
 PowerPoint  
 Spead sheet

**Recommendations**

Contact person	Nkele Rabodiba
Occupation	Receptionist
Company	Motloutsi Medical Practice
Telephone number	012 700 3264

**Additional information**

Driver licenses	None
Salary you wish	5 500 R per month
How much do you earn now	Not Applicable R per month