



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.11 iki 2023.12
Company name	Motloutsi Medical Practice
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Admin duties
Working period	nuo 2011.01 iki 2015.12
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	nuo 2017.01 iki 2019.12
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

Language	Speaking level	Understanding level	Writing level
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