



# Bukeka Makhoali

Curriculum Vitae (CV)

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

I'm looking for admin and general work that would best suite my experience of work. I'm a fast learner and always give it a 110% In every job I get. I'm seeking challenging opportunities where I can fully use my skills for the success of the organisation.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Front Desk Agent<br>Administrative jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng           |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1997-06-28 (27 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<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> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2016.07 iki 2018.01</b>  |
| Company name                       | Hollywoodsportsbook.net   |
| You were working at:               | Team leader   |
| Occupation                         | Betting clerk/Team leader   |
| What you did at this job position? | Cashcount/stock<br>ordering/outlook/Excel/phonecalls/Queries/banking/floats |
| Working period                     | <b>nuo 2021.08 iki 2023.08</b>  |
| Company name                       | Tau Pele construction   |
| You were working at:               | Generals  |
| Occupation                         | General worker  |
| What you did at this job position? | Flagman/Radio operator/supervisor assistant                                 |

## Education

Educational period                      **nuo 2014.01 iki 2014.12**  
Degree                                        Grade 12 / Matric  
Educational institution                    Ntlalo Senior Secondary school

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| isiXhosa | fluent         | fluent              | fluent        |

### Computer knowledge

Outlook  
Microsoft word  
Excel  
Powerpoint

### Recommendations

|                  |                             |
|------------------|-----------------------------|
| Contact person   | Zac Coetzee                 |
| Occupation       | Ariel manager/Auditor       |
| Company          | Hollywoodbets               |
| Telephone number | 0628030633                  |
| Email address    | Boulevard@hollywoodbets.net |
| Contact person   | Graham Boosman              |
| Occupation       | Supervisor                  |
| Company          | Tau Pele construction       |
| Telephone number | 0728022443/0645157971       |

### Additional information

|                 |                           |
|-----------------|---------------------------|
| Your hobbies    | Singing choirs<br>Jogging |
| Driver licenses | None                      |
| Salary you wish | 5000 R per month          |