



Maite Jane Makoga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Receptionist job because I have an experience in Financial Aid Clerk which I have served for a period of two years at Ekurhuleni West College. I have learned a lot like Answering outgoing and incoming calls, Minutes Reading, Customer Service and Office work in general. I have skills in Computer Literacy, Communication both oral and written, Report writing and Programmes like (Ms Word, Ms Excel and PowerPoint presentation). I can describe myself as someone who is willing to learn, I can adapt quickly in a new environment, I am a very professional and Independent individual.

Preferred occupation Receptionists
Hotel jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1990-04-30 (34 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](#)

Additional information

Salary you wish 7000 R per month

How much do you earn now 5000 R per month