



Ezekiel Laka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General warehouse jobs

Automotive Production

Passionate

Hard worker

Manage deadlines

Fast learner

Knowledge of process

Preferred occupation **Generals**
General jobs

Preferred work location **Gauteng**

Contacts and general information about me

Day of birth 1995-12-14 (29 years old)

Gender Male

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2022.11 iki 2022.12**

Company name SuperCare

You were working at: Part time jobs

Occupation Automotive cleaner

What you did at this job position? Blustering

Working period **nuo 2023.02 iki 2024.07**
 Company name Gatang secondary school
 You were working at: Receptionist
 Occupation Admission
 What you did at this job position? Admission. Filling documents. Typing minutes. Receive in and outgoings mails and calls.tracing learners classes.printing.scanning.welcoming guests.apointments

Education

Educational period **nuo 2019.02 iki 2021.11**
 Degree Certificate
 Educational institution Tshwane north college
 Educational qualification Office administration Vocational level 4
 I could work Bookkeeping. General admin.receptionist. Secretary. Office administrator

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	good	good	good

Computer knowledge

Microsoft word
 excel
 PowerPoint
 access
 Computer literacy
 Medicom system
 Mails
 Outlooks
 Data base
 SASAMS system
 Spreadsheets

Conferences, seminars

Educational institutions
 Hospital institutions

Recommendations

Contact person	Mr matji
Occupation	Principal
Company	Gatang secondary school
Telephone number	012 801 5927
Email address	gatangsec@gmail.com

Additional information

Your hobbies	Exercise Soccer player Plays mind games Reading
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	None R per month