



Malemeku Sekgoka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hold a matric certificate, Health worker certificate and nursing auxiliary certificate. I have a total of 5 years work experiences in retail, call centre, hospitality and medical. All my previous positions has taught me the importance of clear communication and customer/client services. I have received excellent performance evaluations from my former managers and have been formally recognized by them for my contribution towards my department's success.

I am energetic, ambitious person who has developed a mature and responsible approach to any task that I understand or situation that I am presented with.

I consider my strongest points to be my impeccable client services, phone manners, Good customer care and working within a team in a professional manner

Preferred occupation

Telemarketers
Sales jobs

Nurses
Medicine, healthcare, nursing jobs

Jobs for students
Student jobs

Part time jobs
Part time, weekend jobs

Other jobs
Other jobs

Preferred work location

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

Polokwane / Pietersburg
Limpopo

Contacts and general information about me

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.

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Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2012.08 iki 2013.06 |
| Company name | Jetmart Store |
| You were working at: | Cashiers |
| Occupation | Till Operator |
| What you did at this job position? | Assist Costumers with payments at the till |
| Working period | nuo 2013.07 iki 2014.11 |
| Company name | Ilanga Protea Training |
| You were working at: | Telemarketers |
| Occupation | Call Centre Agent |
| What you did at this job position? | Sales Callcentre,Offer Training to different companies |
| Working period | nuo 2015.01 iki 2015.09 |
| Company name | Fedics catering |
| You were working at: | Kitchen staff |
| Occupation | Ward Hostess |
| What you did at this job position? | Offer Patient food according to their diet prescribed by the Dr ,medically |
| Working period | nuo 2015.10 iki 2016 |
| Company name | Mediclinic Sandton |
| You were working at: | Nurses |
| Occupation | Enrolled Auxiliary Nurse |
| What you did at this job position? | Acting an Auxiliary Nurse scope of practice to the patient |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2013.05 iki 2014.05 |
| Degree | Certificate |
| Educational institution | Empilweni Education |
| Educational qualification | Nursing Auxiliary |
| I could work | Yes |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| isiZulu | good | basic | basic |
| Sepedi | fluent | fluent | fluent |

Xitsonga

good

basic

basic

Computer knowledge

- . Good telephone etiquette skills and computer literate
- . Using a computer and managing files
- . Knowledge of working effectively on Microsoft office packages and internet
- .

Recommendations

| | |
|------------------|------------------------|
| Contact person | Mr Thabo Maja |
| Occupation | Store Manager |
| Company | Jetmart Randburg |
| Telephone number | 011 886 4696/5 |
| Contact person | Mrs Susan Seshweni |
| Occupation | Unit Manager |
| Company | Mediclinic Sandton |
| Telephone number | 079 709 2000 |
| Contact person | Mr Chiko Bwalya |
| Occupation | sales Manager |
| Company | Ilanga Protea Training |
| Telephone number | 011 042 7010 |
| Contact person | Miss Sbongile |
| Occupation | Hostess manager |
| Company | Fedics |
| Telephone number | 079 709 2000 |

Additional information

| | |
|--------------------------|--|
| Your hobbies | <ul style="list-style-type: none">. Listening to music. Reading Novels. Going to Cinema. Playing Baseball/softball. Watching Series and movies or soapies. Shopping |
| Driver licenses | None |
| Salary you wish | R7000 R per month |
| How much do you earn now | R5000 R per month |