



Millicent Kganakga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- General office administration
- Receptionist duties
- Filling and assisting customers telepathically
- Outbound telephone calls and e-mailing
- Staff supervision and streamlining of departmental operations
- Extensive client liaisons

Preferred occupation Administrators
 Administrative jobs

Preferred work location Pretoria / Tshwane
 Gauteng

Contacts and general information about me

Day of birth 1990-08-26 (34 years old)

Gender Female

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.*
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Work experience

Working period **nuo 2016.01 iki 2016.10**

Company name Mabafeng primary school

You were working at: Administrators

Occupation Admin Clerk

Education

Educational period	nuo 2014.07 iki 2015.12
Degree	Certificate
Educational institution	Tshwane south college
Educational qualification	management Assistance
I could work	as data capture,Admin clerk, project management,receptionist,secretarial,personal assistance.

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Computer skills: Microsoft Excel
 Power Point, Outlook,
 Microsoft Word.
 Microsoft words,
 Microsoft excel,
 Microsoft office,
 Access to email

Recommendations

Contact person	maropeng mathulachipi
Occupation	Admin clerk
Company	department of education
Telephone number	0788561222

Additional information

Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	none R per month