



# Thakgalo Leokana

Curriculum Vitae (CV)

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

I am Maserufe Thakgalo Leokana , I have Certificate in office administration and I have 2 years' Experience still currently working at Department of Home Affairs. My core responsibility include... To render effective office administration and secretariat support in the office of the Director, Manage incoming and outgoing correspondence, arrange travelling and Accommodation for my manager, manage Director Diary arranging appointment and reschedule of the appointment I have a good communication skill in written and verbally, also am good organisation skill for example I can organise meeting, conference, and I good in all computer programmes, I have an ability to work under pressure and extended hours when required, I can easily cope with new challenges and interact effectively with people that I haven't work with and am willing to go beyond expectation when comes to my work.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1989-10-06 (34 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.09 iki 2016.10</b>
Company name	Department of Home Affairs
You were working at:	Secretaries
Occupation	Administrative Secretary
What you did at this job position?	Administrative Secretary

**Education**

Educational period	<b>nuo 2011.02 iki 2014.08</b>
Degree	Certificate
Educational institution	MSC Business College
Educational qualification	Certificate in Office Admininstration
I could work	I could work as an Administrative Secretary

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good

**Additional information**

Salary you wish	10000 R per month
How much do you earn now	2700 R per month