



Nthabiseng Phyllis Phangisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a hard worker, analytical thinker, willing to learn and team working person. Honest, trustworthy and I will make sure that your company benefit a lot from me..

Preferred occupation	Secretaries Administrative jobs
	Cashiers Retail, store jobs
	Guards Security jobs
Preferred work location	Mahikeng / Mafikeng North West

Contacts and general information about me

Day of birth	1982-10-12 (41 years old)
Gender	Female
Residential location	Rustenburg North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2011.09 iki 2016.03
Company name	Caltex Garage
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Operating a till machine,cashing up, receiving stock..

Working period **nuo 2008.04 iki 2010.06**
 Company name Keitumetse Distributors
 You were working at: Secretaries
 Occupation Receptionist
 What you did at this job position? Operating a switchboard, answering phones, welcoming customers, setting appointments

Education

Educational period **nuo 2007.01 iki 2007.12**
 Degree Diploma
 Educational institution Dynamic College of Commerce
 Educational qualification Computerized secretarial
 I could work Secretary, administration, receptionist

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Afrikaans	good	good	very good

Computer knowledge

Windows, Ms access, Ms PowerPoint, Ms Excel, Email and Internet, Communication Microsoft Office..

Recommendations

Contact person Ms Tsholofelo RAMAFSI
 Occupation Office Administrator
 Company Keitumetse distributors
 Telephone number 0617007052

Additional information

Driver licenses None
 Salary you wish 4500-10000 R per month
 How much do you earn now Unemployed R per month