



Francinah Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have information technology qualification and I have 10 years working experience in retail. I am a hard working person, can work under pressure, I work well individually and as a team, I'm self motivated, lateral when it comes to thinking and I can be a positive impact to the organisation.

Preferred occupation

- Managers
Sales jobs
- Secretaries
Administrative jobs

Contacts and general information about me

Day of birth: 1985-06-28 (39 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 2008.10 iki dabar**
Company name: builders ware house
You were working at: Secretaries
Occupation: coordinator for gdid and construction
What you did at this job position? I am still working as a coordinator for Gdid

Company name: builders ware house
You were working at: Builders
Occupation: coordinator for GDID (gorverment department of infrastructure development)
What you did at this job position? organisation and planning for gdid team to come and collect material, invoicing and problem solving if material is wrong, falling paper work ,follow up for old order and making sure that all material is right and collected,helping with invoices for payment,and planning deliver.

Education

Educational period	nuo 2006.01 iki 2007.11
Degree	Certificate
Educational institution	T.B.I.S College
Educational qualification	microsoft certified proffesional (mcp)
I could work	any coordinator job and secretary job and general work cleaning, dispatched clerk ,switchboard operation

Languages

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

Computer knowledge

Excel, Power Point, MS Word, Office and SAP.

Conferences, seminars

Government department of infrastructure development, at blood street .

Recommendations

Contact person	helen maobane
Occupation	Admin Opps
Company	builders ware house
Telephone number	012 003 2315
Email address	helen.maobane@builders.co.za

Additional information

Your hobbies	Playing netball, watching TV and reading magazine.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-07-00 (19 years)
Salary you wish	R10000.00 R per month
How much do you earn now	R7000.00 R per month