



# Francinah Khoza

Curriculum Vitae (CV)

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

Secretary, I am self motivated, willing to learn, hard working, ability to work independently ,team work and friendly to all people, problems solving and willing to work on weekends and holidays.

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng      |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1985-06-28 (39 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2008.10 iki dabar</b>   |
| Company name                       | builders ware house  |
| You were working at:               | Other jobs   |
| Occupation                         | sales coordinator for gdid and construction  |
| What you did at this job position? | handle all account customer including gdid account,engage and inform customer,book all oders for material that I received from senior coordinator, do reconciliation on account queries and email, ensure that details on invoice are correct at all the time, follow up on customer gueries and wrong material, ensure that all details are included correctly quotation, escalate issue to line manager where unable to resolve,contact customer if I dont understand what he or she is looking for. |

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2006.01 iki 2007.10</b>   |
| Degree                    | Certificate  |
| Educational institution   | Tertiary Institute For Computer And Business Studies   |
| Educational qualification | Microsoft Certified Professional (MCP)   |
| I could work              | office jobs,sales job,cleaning, switchboard oporator,dispatched work, cashier, and secretary,receptionist. |

### Languages

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

### Computer knowledge

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

### Conferences, seminars

Government Department of Infrastructure Development Conference for Contract between Government and Builders Ware house,2014 /06/05 at Centurion Branch.

### Recommendations

|                  |                              |
|------------------|------------------------------|
| Contact person   | helen maobane                |
| Occupation       | Admin Opps                   |
| Company          | builders ware house          |
| Telephone number | 086 000 8907                 |
| 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      | 2014-08-00 (10 years)                              |
| Salary you wish          | R10000.00 R per month                              |
| How much do you earn now | R7000.00 R per month                               |