



Mogambal Chetty

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a kind, friendly, punctual person. I am proficient in the following areas: Office Support, Data Capture, Filing, General Office duties, Phones, Diary, Timesheets, Wages. I have experience in various categories. I am punctual and efficient. PS I use public transport.

Preferred occupation	general office support Administrative jobs
	Kitchen staff Kitchen jobs
	Chambermaid Hotel jobs
	Other jobs Other jobs
	Generals General jobs
	Jobs abroad Jobs abroad
Preferred work location	Pretoria / Tshwane Gauteng
	East Lynne Gauteng

Contacts and general information about me

Day of birth	1973-09-26 (50 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2010.01 iki 2010.12**
 Company name Farmwise Potatoes
 You were working at: Administrators
 Occupation Administrative Assistant
 What you did at this job position? fiing, health and safety, Woolworth's Portal, Calculations, All calculations, Timesheets and wages, answering phones any other required of me.

Working period **nuo 2007.02 iki 2008.05**
 Company name Petrochem Technical Services
 You were working at: Administrators
 Occupation Stores Clerk
 What you did at this job position? Goods receiving, GRVs, Data Capture (Pastel), stock take and control.

Working period **nuo 2002.11 iki 2006.02**
 Company name Jungle Juice Pub & Pool
 You were working at: Bartenders
 Occupation Bartender
 What you did at this job position? Open + Close, bartending, stock.

Working period **nuo 2000.08 iki 2002.08**
 Company name TOP Q
 You were working at: Administrators
 Occupation Liason officer
 What you did at this job position? Jobseeker Interviews, Employer interviews, Typing of ONE PAGE cv's, Sourcing Employment for Jobseekers

Education

Educational period **nuo 1987.01 iki 1991.11**
 Degree Grade 12 / Matric
 Educational institution Buffelsdale Secondary
 Educational qualification Matric Exemptpion

Languages

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

Computer knowledge

system and not afraid to grasp systems. I know how to use Windows and a bit of knowledge on Vista. I use an old Blackberry.

I am computer literate in MS Word, Excel, Emails, internet Searches, Pastel. I can learn any in-house

Recommendations

Contact person	Aggie Van Niekerk
Occupation	Bookkeeper
Company	Petrochem
Telephone number	0842320051

Contact person	Genie Wood
Occupation	Financial Manager
Company	Farmwise
Telephone number	083 411 3494

Contact person	Bobby Doubell
Telephone number	+27614289670

Additional information

Your hobbies	I am a mother of 3 children. Life has been very tough. And right now, my kids are in a childrens home. (THEY WERE NOT TAKEN AWAY!) I chose to remain jobless after I encountered a lot of wrongdoers. It was tough but I had to do it, for my own sanity, I could not sacrifice my integrity. I am honest and hardworking, and willing to prove it. I used to belly dance, play pool, pc games, do stuff with my family. And want it back. And I'm willing to work for it.
Driver licenses	None
Salary you wish	7000 R per month