



# Nontobeko Juliet Segooa

Curriculum Vitae (CV)

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

My name is Juliet am currently working at DMR Attorneys am looking for Receptionist/Admin and Falling Clerk vacancy around Pretoria.

with the characteristics that I have I know am a good person for this job and I believe that if you do thing with love you do the best on it.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth                                      1984-06-14 (40 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.*  
[Sign in](#)

## Work experience

Working period                                      **nuo 2013.11 iki 2017.12**

Company name                                      DMR Attorneys

You were working at:                              Lawyers

Occupation    Receptionist/Admin

What you did at this job position?              Answering phone, scanning,Faxing,Emailing,Sorting Pirty Cash and Post

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	fluent	fluent	fluent
Setswana	good	good	basic

Sepedi

good

good

basic

### Computer knowledge

Ms Word, Excel, PowerPoint

### Recommendations

Contact person	Jostinah Kgopong
Occupation	Office Manager
Company	DMR Attorneys
Telephone number	0123466202
Email address	jostinah@dmrlaw.co.za

### Additional information

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	7000 R per month