



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.*
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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