



Makgotso Annalize Swartz

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Well ia am lokking for a typing job that i will be able to do at home

- + Have my own computer
- +fast typer
- +internet knowledge
- +Microsfot Word/Excell/Access
- +know how to scan
- +know how to make print outs
- know how to fax documents etc

Preferred occupation Administrators
 Administrative jobs

Preferred work location East Rand
 Gauteng

Contacts and general information about me

Day of birth 1998-05-13 (26 years old)

Gender Female

Residential location East Rand
 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 2018.01 iki 2018.05**

Company name Liberty

You were working at: Telemarketers

Occupation telemarketer

What you did at this job position? call people ,close customers,make sure that customers sign,sell the product to them

Education

Educational period **nuo 2012.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Dalpark Secondary School
 Educational qualification Grade 12
 I could work any where

Educational period **nuo 2016.01 iki 2017.12**
 Degree Certificate
 Educational institution Ekurhuleni East College
 Educational qualification N4,N5,N6
 I could work Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	basic
Afrikaans	fluent	fluent	fluent
Sepedi	good	good	basic
Setswana	good	good	basic
Sesotho	good	good	basic
SiSwati	basic	basic	do not know

Computer knowledge

well I know
 Microsoft Word
 Microsoft Excel
 Microsoft ACCESS
 wIINDOWS 2010

Conferences, seminars

None

Recommendations

Contact person Mr Chikalidza
 Occupation Manager
 Company JSE
 Telephone number 073 50 30 156

Additional information

Your hobbies

Reading
Singing
Dancing
Investigating

Driver licenses

None

Salary you wish

2500 R per month

How much do you earn now

2500 R per month