



Troy Dominate Makgato

Curriculum Vitae (CV)

What job i'm looking for? My positive points

COMPUTER LITERATE JOB

- * Am a expert in computer programs.
- * I was an trainee at Avuxeni Computer Academy.
- * Then became an Field lecture at Avuxeni Computer Academy.
- * I have good communication with people and stuff members around my work.
- * Am a committed person to my work.
- * I can work under-pressure and still be fluent in my work.
- * Am loyal and professional to my work.

Preferred occupation

Generals

General jobs

Data capturers

Administrative jobs

Receptionists

Hotel jobs

HR intern

Management, human resources jobs

Direct sales consultant

Sales jobs

Filing clerk

Administrative jobs

Contacts and general information about me

Day of birth	1999-11-27 (24 years old)
Gender	Male
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 2018.05 iki 2018.10
Company name	Avuxeni Computer Academy
You were working at:	Developers
Occupation	Teching
What you did at this job position?	Field lecture

Education

Educational period	nuo 2017.01 iki 2017.12
Degree	Grade 12 / Matric
Educational institution	Rasema secondary school
Educational qualification	Computer Literate
I could work	Computer literate

Languages

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

Computer knowledge

* I know Mircosoft word, Mircosoft execl, Mircosoft powerpoint, Mircosoft publisha, Mircosoft outlook, Mircosoft access, Mircosoft keyboard, Internet (World wide web)

* I know all Microsoft Office programs

- Handling incoming / outgoing calls
- Printing, photocopying, filling and scanning
- Monitoring inventory, office stock and ordering stock
- Responsible for purchase orders and invoice tracking
- Creating and modifying document using Microsoft office
- Writing & Sending reports
- Meeting and greeting customers
- Typing document

Recommendations

Contact person	0826950311
Occupation	Office Assent
Company	Avuxeni Computer Academy
Telephone number	0817204150
Email address	Matoks@avuxe3ni.co.za

Additional information

Your hobbies

- * I love playing football and playing electronic games
- * I love cooking

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-07-00 (6 years)
Salary you wish	70000 R per month
How much do you earn now	3000 R per month