



Gaopalelwe Malewa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have advanced computer skills (Word, Excel, etc.), I get along with people, I am a quick learner, I am a team player, etc. greatest strength(s) : organizational skills .And, I'm definitely looking for a position where I can grow—professional development is something that's really important to me since I hope to take on managerial responsibilities in the future

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1984-06-12 (40 years old)
Gender	Female
Residential location	Johannesburg 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 2011.02 iki 2018.07
Company name	Rectron PTY
You were working at:	Switchboard operator
Occupation	Front Desk Receptionist
What you did at this job position?	Answers incoming calls, determines purpose of calls and forward calls to appropriate personnel or department
Working period	nuo 2018.08 iki dabar
Company name	Rectron Pty
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	: Tracking of deliveries, System update, Calling new registered clients, Welcoming clients for meetings and offer refreshments

Languages

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

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-00-00 (10 years)
Salary you wish	12000 R per month
How much do you earn now	9000 R per month