



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.02 iki 2018.07</b>
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	<b>nuo 2018.08 iki dabar</b>
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 (9 years)
Salary you wish	12000 R per month
How much do you earn now	9000 R per month