



Masego Ngwenya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, switchboard operator and P.A

Preferred occupation	Receptionist Administrative jobs
	Generals General jobs

Contacts and general information about me

Day of birth	1992-09-20 (31 years old)
Gender	Female
Residential location	Mahikeng / Mafikeng North West
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 2016.11 iki 2017.10
Company name	Taletso corporate center
You were working at:	Receptionist
What you did at this job position?	Receiving and welcoming customers, answering calls and make appointments, filing and taking minutes of the meeting

Education

Educational period	nuo 2013.01 iki 2015.11
Degree	Certificate
Educational institution	Taletso tvet college
Educational qualification	Office Administration L4
I could work	As a receptionist, p.a and secretary

Educational period	nuo 2016.06 iki 2018.12
Degree	Certificate
Educational institution	Taletso tvet college
Educational qualification	Human Resource management N6
I could work	As an assistant in H.R department

Languages

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

Computer knowledge

Microsoft Word
Exel
Power point
Microsoft office

Recommendations

Contact person	Mrs Maimane
Occupation	Office manager
Company	Taletso corporate center
Telephone number	018 384 2346