



# Serole Makola

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am an ambitious and driven young lady. I am passionate about empowering young girls to be the best versions of themselves and taking up space. I enjoy reading motivational books and a bit of fiction. I am highly organized. I am a people's person. You should hire me because I believe that I'm a hard worker, I bring my a game in everything I do and I work well under pressure. I know I have a lot to offer should I be given the chance.

|                         |  |
|-------------------------|--|
| Preferred occupation    | Recruitment professional<br>Management, human resources jobs |
|                         | Teachers<br>Teaching jobs                                    |
|                         | Medical receptionist<br>Medicine, healthcare, nursing jobs   |
| Preferred work location | Johannesburg<br>Gauteng                                      |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1993-08-13 (31 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2016.10 iki 2018.01</b>              |
| Company name                       | Multichoice                                 |
| You were working at:               | Agents                                      |
| Occupation                         | Customer Service                            |
| What you did at this job position? | Billing, Trouble shooting, General enquirer |

Working period **nuo 2019.07 iki 2020**  
 Company name Bathathu Risk Services  
 You were working at: Secretaries  
 Occupation Receptionist and PA  
 What you did at this job position? Answer calls, Admin, Travel arrangement/bookings

**Education**

Educational period **nuo 2012.02 iki 2017.06**  
 Degree Degree  
 Educational institution University of Johannesburg  
 Educational qualification BA Psychology  
 I could work No

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |

**Computer knowledge**

Microsoft Word  
 Microsoft Excel  
 Microsoft PowerPoint

**Recommendations**

Contact person Tshegofatso Motlangwane  
 Occupation Supervisor  
 Company Multichoice  
 Telephone number 0740397089  
 Email address Tshegofatsom@multichoice.co.za

**Additional information**

Your hobbies Music  
 Reading  
 Netball  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2020-01-00 (4 years)  
 Salary you wish 15000 R per month  
 How much do you earn now 10000 R per month