



Tshepisho Bonokwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Office Administration or Receptionist job.

I'm computer literate and my aim is to render a service that is professional, deliver good work that I and the Employer can be proud of and enhance the image of the Employer. I am perseverant and can work very well under stressful situation. I have excellent communication skills (both in writing and verbally) and have good telephone etiquette. I am a hard worker, fast learner, good listener, motivated, positive, young, energetic and passionate about my work.

These qualities have been obtained and tested at different levels of my career path and I have risen above any difficult situation that I have come across. I perform my duties to the best of my ability, submit work that is neat, correct and on time, and always willing to go an extra mile when need arises. I have gained experience throughout my working career and I have valued positive and negative criticism offered by both colleagues and Employer. I believe I am the right candidate because I know I can deliver a good service by offering the experience and knowledge I have gained throughout my working career.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Rustenburg North West
	Klerksdorp North West
	Potchefstroom North West

Contacts and general information about me

Day of birth	1979-03-13 (45 years old)
Gender	Female
Residential location	De Aar Northern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in

Email address

Information is available only for registered users.

[Sign in](#)

Additional information

Salary you wish 15000 R per month

How much do you earn now 8500 R per month