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*Personal Information*

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**Name:**

Dineo Senoamadi

Gender : Female

**Identity**

971104 0634 084

**Address:**

**4014 Toe Juig Str,**

**Nellmapius ext 4**

**Pretoria**

**0122**

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*Education and Qualifications*

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• Thuto Bohlale Secondary School

Highest grade passed: Grade 12

**Subjects passed:**

1. English
2. Sepedi
3. Business Studies
4. Economics
5. Life Orientation
6. Tourism
7. Maths literacy

Year obtained: 2016

• Junior Archivement SA Enterprise Education

Mini Enterprise Programme

**Subjects passed:**

1. Business Management
2. Market & Product Research
3. Financial Management & Control
4. Pricing & Costing
5. Sales & Marketing
6. Problem Solving & Decision Making

Year obtained: Oct 2014

- CS Skills Development Academy

IT End User Computing

**Subject passed:**

1. Introduction to PCs
2. Microsoft Word
3. Microsoft Excel
4. Internet & Emails

Year obtained: Feb 2017

- Scientology Volunteer Ministeries

Public Relations course

**Subjects passed:**

1. Communication Skills
2. Fundamentals of PR
3. Targets and Goals
4. Basics of Organizing

Year obtained: from June 2022 to April 2023

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*Work Experience*

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- President of Castle Kyalami from April 2017 until Nov 2023

**Duties & functions:**

1. Maintaining good public relations with VIP customers
2. Running staff on excellent service delivery more especially to VIPs get bigger sales to keep the company running
3. Being the face and ambassador of the company

**Skills:**

1. Excellent communication skills
  2. Good in administrative work
  3. Excellent sense of organizational skills
  4. Excellent in problem solving in a work place or production line
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***Contact details***

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