



Basenyi Kgakatsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A job that can meet my requirements as I am still doing my my NCV level 4 office administration,I am 29 years old.It will be my honour to be working and share my skills with your company.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Kuruman Northern Cape
	Vryburg North West
	Zeerust North West
	Reivilo North West

Contacts and general information about me

Day of birth	1991-03-12 (33 years old)
Gender	Female
Residential location	Kuruman Northern Cape
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 2015.03 iki 2016.12
Company name	Milpark Hotel
You were working at:	Housekeeper
Occupation	Cleaner
What you did at this job position?	I was scrubbing,moping,sweeping,changing linens and dusting visitors room's

Education

Educational period **nuo 2017.01 iki 2019.12**
 Degree Grade 11
 Educational institution Vuselela tvet college
 Educational qualification NCV LEVEL 3 Office Administration
 I could work Clerk

Educational period **nuo 2014.08 iki 2014.10**
 Degree Certificate
 Educational institution DEEP SOUTH DEWAH&DEVELOPMENT CENTRE
 Educational qualification NQL 4
 I could work Receptionist

Languages

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

Computer knowledge

Internet and email, computers, word processing, graphics and multimedia, and spreadsheets.

Conferences, seminars

Leadership skills
 Community building
 ICT End user computing
 Entrepreneurship&Research

Additional information

Your hobbies Reading and basketball
 Driver licenses None
 Salary you wish 8000 R per month
 How much do you earn now 00 R per month