

Kgomotso Silvia Baloyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have studied business admin. I am looking for a job in administration services. I am a person who likes to deliver my services of of work on time and like to learn more.

Preferred occupation Filing clerk

Administrative jobs

Contacts and general information about me

Gender Female

Residential location Pretoria / Tshwane

Gauteng

<u>Sign in</u>

Work experience

Working period **nuo 2015.08 iki 2017.02**

Company name Jubilee district hospital

You were working at: Administrators

Occupation Clerk

What you did at this job position? Retrieved files.recording in and out couriers.photocopying

machines.answering telephones.distributing memos

Working period nuo 2012.01 iki 2012.08

Company name Spar

You were working at: Cashiers
Occupation Cashier

What you did at this job position? Cash money

Education

Educational period nuo 2017.01 iki 2017.10

Degree Certificate

Educational institution Erkhurhuleni

Educational qualification Business administration

I could work Admin services

Languages			
Language	Speaking level	Understanding level	Writing level
English	basic	good	very good
Computer knowledge			

Only basics

Additional information

Driver licenses None

Salary you wish 5000 R per month

How much do you earn now None R per month