



Iketleng Thoka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any Admin work as well as hotel jobs...

I'm a fast learner

I am able to schedule appointments and maintain a calendar. I can arrange business itineraries and coordinate executives travel requirements.. Can plan and participate in the meetings.. I can take minutes in a meeting and I am able to work with a team

Preferred occupation	Jobs for students Student jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Lebowakgomo Limpopo
	Mokopane / Potgietersrus Limpopo

Contacts and general information about me

Day of birth	1994-09-21 (30 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
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 2018.06 iki 2018.07
Company name	The park Hotel
You were working at:	Kitchen staff
Occupation	Waitress
What you did at this job position?	Prepare food for the guests

Education

Educational period **nuo 2008.01 iki 2013.11**
 Degree Grade 12 / Matric
 Educational institution Phauwe High School
 Educational qualification National Senior Certificate
 I could work In the office doing Admin work

Educational period **nuo 2016.01 iki 2018.11**
 Degree Certificate
 Educational institution Waterberg Tvet College
 Educational qualification NCV certificate L4
 I could work I can work as a receptionist.. Deal with clients in a good manner.. Waitress, housekeeping, Laundry and Chef

Educational period **nuo 2019.01 iki 2020.09**
 Degree Diploma
 Educational institution Capricorn Tvet College
 Educational qualification Management Assistant N6
 I could work Make appointments on behalf of the manager... Write minutes of the meetings.. Schedule meetings.. Take and make business calls

Languages

Language	Speaking level	Understanding level	Writing level
English	good	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

I am computer skilled...
 I can type business letters, circulars, itineraries and I can make financial statements and mail merges

Recommendations

Contact person Michelle Lekaka
 Occupation Sales Manager
 Company Old Mutual
 Telephone number 0813398247/0786414500
 Email address LekakaMichelle@gmail.com

Additional information

Your hobbies Typing and writing
 Driver licenses None

Salary you wish

R12000 R per month