



# 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 (29 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.06 iki 2018.07</b>
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