



Tlholohelo Khaloli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Employer

I'm interested in applying for the position listed above, I have completed my 3 years course in office administration. Also I have Computer Literacy skill. I'm eager to enhance and refine my personal development within the organizations and take on the challenges that lies ahead.

I thank you for your time, it would be a sincere pleasure to hear back from you. I'm always available you can contact me at [0633063810]

Preferred occupation

Administrators

Administrative jobs

Receptionist

Administrative jobs

Miners

Mining jobs

Secretaries

Administrative jobs

Operations Clerk

Administrative jobs

Bookkeeper

Administrative jobs

Front Desk Agent

Administrative jobs

Personal assistant

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Kriel

Mpumalanga

Cape Town

Western Cape

Johannesburg

Gauteng

Contacts and general information about me

Day of birth	1995-06-14 (29 years old)
Gender	Female
Residential location	Mount fletcher Eastern 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 2020.07 iki 2020.10
Company name	Silulo internet Cafe
Occupation	Assistant
What you did at this job position?	Typing, answering calls, sending and receiving emails, and cleaning

Education

Educational period	nuo 2018.01 iki 2020.12
Degree	Certificate
Educational institution	West Coast College
Educational qualification	Office administration
I could work	Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Microsoft office
Internet explorer
Windows and Hardware

Recommendations

Contact person	Mrs Monique Petersen
Occupation	Student supporter
Company	West Coast College
Telephone number	0227133167
Email address	mpetersen@westcoastcillege.co.za

Additional information

Your hobbies	Cooking Photography Reading and playing sport
Salary you wish	8500-9000 R per month
How much do you earn now	None R per month