



# 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> <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 2020.07 iki 2020.10</b>
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	<b>nuo 2018.01 iki 2020.12</b>
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