



# Nkgetheleng Moletsane

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administrator clerk

Preferred occupation

Debtors clerk  
Administrative jobs

Preferred work location

West Rand  
Gauteng

## Contacts and general information about me

Day of birth

1996-08-08 (27 years old)

Gender

Female

Residential location

West Rand  
Gauteng

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period

**nuo 2019.03 iki 2020.11**

Company name

Carltonville TVET college

You were working at:

Receptionist

Occupation

Admin Assistant

## Education

Educational period

**nuo 2015.07 iki 2018.12**

Degree

Diploma

Educational institution

Western TVET college

Educational qualification

National Diploma in Management Assistant

Educational period

**nuo 2012.12 iki 2014.12**

Degree

Grade 12 / Matric

Educational institution

Moiketsi Graves s.s.s

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sesotho	fluent	fluent	fluent
English	good	very good	very good
Setswana	good	good	good

#### **Computer knowledge**

Micro Soft word,Excel and access

#### **Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2020-09-00 (3 years)