



# Kalena Khaile

Curriculum Vitae (CV)

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

Driver : I'm a good driver that having responsibility.I have good communication skills.I have respect.I am a hard worker.I need this job because I am a single parent,I am a widow.I have 2 children that I must take responsebility for them,I must work hard to certify their needs.

## Contacts and general information about me

Day of birth	1986-09-13 (38 years old)
Gender	Female
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 2013.08 iki 2014.08</b>
Company name	Reahilwe funeral home
You were working at:	Operations Clerk
Occupation	Admin clerk
What you did at this job position?	Nothing was a contract

## Education

Educational period	<b>nuo 2007.01 iki 2007.12</b>
Degree	Grade 12 / Matric
Educational institution	Tshibollo S S School
Educational qualification	Senior certificate
I could work	Hard
Educational period	<b>nuo 2008.01 iki 2008.12</b>
Degree	Certificate
Educational institution	Career Computer College
Educational qualification	Master Diploma in Office Computing
I could work	Hard

Educational period	<b>nuo 2015.01 iki 2015.12</b>
Degree	Certificate
Educational institution	Maluti TVET College
Educational qualification	Office Administration Nqf level 2
I could work	Hard

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sesotho	good	good	good

**Computer knowledge**

Advanced ms Excel,PowerPoint,Advanced ms word,Internet & Email

**Recommendations**

Contact person	Moekoa Thato
Occupation	Manager
Company	Reahilwe funeral home
Telephone number	0766648116
Contact person	Litabe Makabedi
Occupation	Admin clerk(Tshibollo S S School)
Company	Tshibollo S S School
Telephone number	0731232246

**Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg, A1 Motorcycle ≤ 125cc, A Motorcycle > 125cc, EB Articulated Light Vehicle ≤ 3,500kg, C1 Heavy Vehicle 3,500kg - 16,000kg, EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg, C Extra Heavy Vehicle > 16,000kg, EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2008-12-00 (16 years)
Salary you wish	R8000 R per month
How much do you earn now	Nothing R per month