



Ontlametse Theodora Mokgatla

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Serves visitors by greeting, welcoming, and directing them appropriately.

Notifies company personnel of visitor arrival.

Maintains security and telecommunications system.

Informs visitors by answering or referring inquiries.

Directs visitors by maintaining employee and department directories.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Mahikeng / Mafikeng North West

Contacts and general information about me

Day of birth	1999-04-07 (25 years old)
Gender	Male
Residential location	Mahikeng / Mafikeng North West
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

Education

Educational period	nuo 2018.02 iki 2021.12
Degree	Grade 12 / Matric
Educational institution	REDIBONE SECONDARY SCHOOL
Educational qualification	Still studying
I could work	Yes

Computer knowledge

Capable of working with Ms Word, Ms Excel and PowerPoint

Conferences, seminars

I attend in Prestige Business College

Recommendations

Contact person	Ms KRE MOETSI
Occupation	Department of Education
Company	Thutong primary school
Telephone number	0183832170

Additional information

Your hobbies	I'm a Netball player and a singer
Driver licenses	None
Salary you wish	+R3000 R per month
How much do you earn now	R0 R per month