



Katlego Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a well-paced and adaptive learner with strong leadership qualities. I have experiences in technical support, admin, reception work, sales, marketing , and I'm working on improving my skills gained from previous work experience and hoping to add on new ones . I am a dynamic person who loves working with people and also does well individually.

Preferred occupation	Computer technicians IT, computing jobs
	Filing clerk Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1996-02-04 (28 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2020.10 iki 2021.10
Company name	Mould Empower Serve (MES)
You were working at:	Personal assistant
Occupation	Volunteering
What you did at this job position?	PA's Assistant, Filing etc

Working period **nuo 2019.09 iki 2020.09**
 Company name ProServ
 You were working at: Learnership
 Occupation Technical Support
 What you did at this job position? Fixed computer, Software and Hardware

Education

Educational period **nuo 2010.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Thabo Secondary School
 Educational qualification Diploma
 I could work In any department I'm put to.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	very good
isiZulu	good	good	basic

Computer knowledge

Microsoft Office
 Windows OS
 Hardware
 Software
 Applications
 Computer Literacy

Conferences, seminars

IT Course

Recommendations

Contact person Moses Munyarhadzi
 Occupation Facilitator
 Company Proserv
 Telephone number 0847160147
 Email address rasmosychinyanga@gmail.com

Additional information

Your hobbies Gaming
 Cooking

	Arranging things
Salary you wish	+3000 R per month
How much do you earn now	1050 R per month