



# Keneilwe Mosupi

Curriculum Vitae (CV)

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

I am a professional young lady, professional and passionate. I am currently unemployed but have an extensive experience in a role of administrative clerk and office work. Looking for a vacancy where I can offer my skills and knowledge to benefit to the growth of the company. My skills outlines:

- team work
- excellent telephonic etiquette
- good interpersonal skill.

Preferred occupation: Administrative jobs

Preferred work location: Brits  
North West

## Contacts and general information about me

Day of birth: 1992-12-15 (31 years old)

Gender: Female

Residential location: Brits  
North West

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

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

## Work experience

Working period: **nuo 2012.06 iki 2012.12**

Company name: Tekkie Town

You were working at: Salesperson

Occupation: Sales consultant

What you did at this job position? Assisting customers

Working period: **nuo 2020.07 iki 2021.02**

Company name: Makhatsho funeral parlour

You were working at: Administrators

Occupation: Admin clerk

What you did at this job position? Cash collector, marketing and office work

## Education

Educational period	<b>nuo 2011.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	Thaba morula high
Educational qualification	National senior certificate

#### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	basic	good	good

#### Recommendations

Contact person	Theo
Occupation	Manager
Company	Tekkie Town
Telephone number	0871509450
Contact person	Ratshwene Boitumelo
Occupation	Supervisor
Company	Makhatsho funeral palour
Telephone number	0735092619

#### Additional information

Driver licenses	None
Salary you wish	6000-8000 R per month
How much do you earn now	0.00 R per month