



Otsile Phetlhu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration job , i have passion for working with documents and files, i have tirtary qualifications in that field. Im good in computer and good in writing, speaking and reading. I am a hardworker, well motivated to do proper job , i have teamworking spirit. I ahve drinving license, i and healthy and in good health.

Preferred occupation Administrators
Administrative jobs

Preferred work location Klerksdorp
North West

Contacts and general information about me

Day of birth 1989-03-04 (35 years old)

Gender Male

Residential location Klerksdorp
North West

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 2015.12 iki 2017.09**

Company name Kfc, shoprte checkers, chippies, penalbeat

You were working at: Tilers

Occupation Retail, cashier, penal beater

What you did at this job position? Cashier, customer assistance

Education

Educational period **nuo 2012.01 iki 2012.12**

Degree Certificate

Educational institution College

Educational qualification Business management

I could work Administration, office admin

Educational period	nuo 2008.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	High school
Educational qualification	Matric
I could work	General work, admin assistance

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Microsoft work, Excel, powerpoint, email, internet , window explorer.

Typing , document manipulator, excel operator , numbers and maths doing. Sending emails, creating files and foulders. Importing and exporting documents or a file. File explorer operating. Using Internet to make research

Conferences, seminars

Healthy product presentation, education seminars. Career guider.

Recommendations

Contact person	Mr Thuso
Occupation	Manager
Company	Panaroties rastuarant
Telephone number	0787256437

Additional information

Your hobbies	Soccer, reading, singing, acting
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-06-00 (14 years)
Salary you wish	8000 R per month
How much do you earn now	Non R per month