



Kgaogelo Agnes Mathekga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am confident that I have knowledge and skills to professionally fulfil the position as required by the organization. I am eager to enhance and refine my personal development within the organization and take on the challenges that lie ahead.

I will endeavor to effectively perform all my tasks required by the organization and maintain the standard as defined by the organization. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty.

It is my aim to make and be part of a successful team that is directly involved in making the organization a success I believe that I have a role to play in making things a success.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1998-06-09 (26 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2018.01 iki 2019.11
Company name	VISIONARY SKILSS ACADEMY
You were working at:	Administrators
What you did at this job position?	ADMIN ASSISTANT

Working period **nuo 2020.06 iki 2021.12**
 Company name CAMBLISH TRAINING INSTITUTE
 You were working at: Administrators
 What you did at this job position? QUALITY & SCHEDULING OFFICER

Education

Educational period **nuo 2018.01 iki 2019.11**
 Degree Diploma
 Educational institution TSHWANE NORTH TVET COLLEGE
 Educational qualification MANAGEMENT ASSISTANT N6

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Sepedi	very good	very good	very good
isiZulu	good	good	good

Computer knowledge

MICRO-SOFT OFFICE
 -EXCEL
 -POWER POINT
 -WORD
 -ADOBE

Conferences, seminars

YES4YOUTH PROGRAM

FROM JUNE 2020 TO MAY 2021

OBTAINED CERTIFICATE OF EXCELLENCY

Recommendations

Contact person SIMBARASHE BHAMI
 Occupation MANAGER
 Company CAMBLISH TRAINING INSTITUTE
 Telephone number 081 587 5789
 Email address simbatony@camblish.co.za

Contact person	TONDERAI NYANDORO
Occupation	MANAGER
Company	VISIONARY SKILLS ACADEMY
Telephone number	079 249 1774
Email address	tonyandoro@gmail.com

Additional information

Your hobbies	-COOKING -READING -CHARITY EVENTS -CHURCH GOER -TRAVELING
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	10000 R per month