



# Mokgethoa Ignatius Ngoatle

Curriculum Vitae (CV)

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

I am looking for administrative jobs so I can expand my learnings and gain experience in the field of work. I am willing to help organizations reach their organizational goals within their required period.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1998-08-19 (25 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2018.01 iki 2018.11</b>
Degree	Grade 12 / Matric
Educational institution	Pretoria Institute of Learning
Educational qualification	Matric
Educational period	<b>nuo 2019.01 iki 2019.12</b>
Degree	Certificate
Educational institution	IIE Rosebank College
Educational qualification	Higher Certificate in Human Resources Practices
Educational period	<b>nuo 2020.01 iki 2022.01</b>
Degree	Degree
Educational institution	University of South Africa
Educational qualification	LLB (Bachelor of Laws) / Law degree

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	very good	very good	very good

**Computer knowledge**

I have studied and completed a module call Introduction to Personal Computing in 2019 at Rosebank college and that's where I got familiar with so many different software's. I can use a computer very well.

**Recommendations**

Contact person	Ms Moganedi
Occupation	Educator
Company	Dihlabakela high school
Telephone number	0606464355

**Additional information**

Your hobbies	Playing soccer Playing playstation games Traveling
Driver licenses	None
Salary you wish	8000 R per month