



Kedibone Ruthe Masetlha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker, adapt easily to different environments and flexible.I can initiate and also follow. I can carry instruction as well as work independently. I am also a team player and can handler workplace pressure as well as work on shifts. I am an adventurous person as well as disciplined in what I do. I am a problem solver not a conflict erector. People's person.

Preferred occupation	<p>Car drivers Driver jobs</p> <p>Assembler Construction jobs</p> <p>Data capturers Administrative jobs</p> <p>Part time jobs Part time, weekend jobs</p> <p>Secretaries Administrative jobs</p> <p>Call Centre agent Administrative jobs</p> <p>Administrators Administrative jobs</p> <p>Assistant artisan Engineering jobs</p>
Preferred work location	<p>Brits North West</p>

Contacts and general information about me

Day of birth	1981-07-10 (43 years old)
Gender	Female
Residential location	<p>Brits North West</p>
Telephone number	<p><i>Information is available only for registered users.</i> Sign in</p>
Email address	<p><i>Information is available only for registered users.</i> Sign in</p>

Work experience

Working period **nuo 2011.03 iki dabar**
 Company name South African Police Service
 Occupation Admin clerk
 What you did at this job position? Data capturing, compiling and capturing returns, minutes capturing and typing, filing and HRM duties

Working period **nuo 2009.06 iki 2009.08**
 Company name Harness company
 You were working at: Assembler
 Occupation Assistant assembler
 What you did at this job position? Build a harness

Working period **nuo 2006.08 iki 2008.05**
 Company name Discovery Health
 You were working at: Executive marketing representative
 Occupation Medical claims assessor
 What you did at this job position? Capture medical aid claims

Working period **nuo 2005.07 iki 2005.08**
 Company name Shoprite
 You were working at: Shop assistants
 Occupation Shop assistance
 What you did at this job position? Back pack groceries and pack for customers

Education

Educational period **nuo 2009.08 iki 2009.08**
 Degree Certificate
 Educational institution Cornerstone
 Educational qualification Call center
 I could work Call center agent

Educational period **nuo 2006.08 iki 2007.07**
 Degree Certificate
 Educational institution Discovery institute
 Educational qualification Claims assessing
 I could work Medical claims assessor

Educational period **nuo 2005.10 iki 2005.10**
 Degree Certificate
 Educational institution Damelin
 Educational qualification Computer skills
 I could work Office administration

Educational period **nuo 2000.01 iki 2001.12**
 Degree Certificate
 Educational institution Atteridgeville college
 Educational qualification N3 Electrical engineering
 I could work Artisan

Educational period **nuo 1998.01 iki 1998.12**
 Degree Grade 12 / Matric
 Educational institution Kwena ya Madiba High school
 Educational qualification Grade 12/matric

Languages

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

Computer knowledge

Office power point
 Office Words
 Office Excel

Recommendations

Contact person Elvis Sekobelo
 Occupation Luitenent Colonel
 Company SAPS
 Telephone number 0825658980
 Email address Kesekokbelo@saps.gov.za

Contact person	S Tshabalala
Occupation	Advocate
Company	AFM church of South Africa
Telephone number	0825789789
Email address	Tshabalalams@gmail.com

Additional information

Your hobbies	Camping Traveling
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-02-00 (10 years)
Salary you wish	30000 R per month
How much do you earn now	19000 R per month