



# Ntswaki Kele

Curriculum Vitae (CV)

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

I am looking for an Administration work, that's where my skills are based. I am also an interesting hard working person and I enjoy my office work and also working with people, am a fast learner also dedicated on my work. I work well under pressure because it pushes me to do my work and it motives me.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1999-08-08 (25 years old)
Gender	Female
Residential location	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>

## Work experience

Working period	<b>nuo 2020.10 iki 2022.03</b>
Company name	Boitshegetse Trading and projects
You were working at:	Electricians
Occupation	Administration Clerk
What you did at this job position?	Administration

## Education

Educational period	<b>nuo 2018.07 iki 2019.12</b>
Degree	Certificate
Educational institution	Sedibeng Tvet College
Educational qualification	Management Assistant
I could work	Anything related to administration

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good
Sesotho	very good	very good	very good

**Computer knowledge**

Ms Word, Excel and Access

**Recommendations**

Contact person	Paseka Motaunh
Occupation	Mentor
Company	Emfuleni Local Municipality
Telephone number	0767061151

**Additional information**

Driver licenses	None
Salary you wish	R10000 R per month
How much do you earn now	R5000 R per month