



# Karabo Helen Mothoka Ramoshaba

Curriculum Vitae (CV)

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

Administrative job. Office work

I'm accountability, adaptability, commitment, honesty and trustworthiness

Preferred occupation

**Administrators**

Administrative jobs

**Project managers**

Management, human resources jobs

**Receptionists**

Hotel jobs

Preferred work location

**Johannesburg**

Gauteng

**Sedibeng**

Gauteng

**Pretoria / Tshwane**

Gauteng

**Klerksdorp**

North West

**Magaliesburg**

North West

**Rustenburg**

North West

**Potchefstroom**

North West

**North Coast**

KwaZulu-Natal

**Bela-Bela / Warmbad**

Limpopo

**Middelburg**

Mpumalanga

**Mbombela / Nelspruit**

Mpumalanga

**Embalenhle**

Mpumalanga

### Contacts and general information about me

Day of birth	1993-05-15 (31 years old)
Gender	Female
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>

### Work experience

Working period	<b>nuo 2022.07 iki 2022.10</b>
Company name	Netcare untias hospital
You were working at:	Personal assistant
Occupation	Assistant Ward PA
What you did at this job position?	Making copies and printout, answering incoming calls and transfer calls, Recording patients in the admission register, Keeping record of discharged patients, Filing, Ordering stock, Fetching medication from the pharmacy and good interactions with patients and staff
Working period	<b>nuo 2019.04 iki 2020.09</b>
Company name	Phakamonola Primary School
You were working at:	Administrators
Occupation	Assistant Administrative clerk
What you did at this job position?	Filing and organise papers and receipts, Enter and mark class register, Use SA-SAMS to make time table and register, Enter learner's into the SA-SAMS system, typing and printing out, screen and answer incoming calls, Make copies and operate the photo copy machine, capturing learner's mark's into SA-SAMS system

### Education

Educational period	<b>nuo 2021.02 iki 2022.04</b>
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Higher Certificate in tourism management
I could work	At the office, hotels and schools

Educational period	<b>nuo 2018.04 iki 2019.03</b>
Degree	Certificate
Educational institution	Tlo
Educational qualification	Business administration nqf level 4
I could work	Office, hotels and schools

### Languages

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

### Computer knowledge

Very good and yes I do have them

### Recommendations

Contact person	Tidimalo Lehong
Occupation	Administrative clerk
Company	Phakamonola Primary School
Telephone number	0659233272
Contact person	Derrick Mojapelo
Occupation	Manager
Company	Netcare untias hospital
Telephone number	0694052130
Contact person	Kgadi Ntlekwana
Occupation	Ward PA
Company	Netcare untias hospital
Telephone number	0648939110
Email address	Kgadi.Ntlekwana@netcare.co.za

### Additional information

Your hobbies	Traveling, playing netball, cooking and reading books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-07-00 (3 years)
Salary you wish	R8000 upward R per month

How much do you earn now

R7000 R per month