



# Bernice Monkoe

Curriculum Vitae (CV)

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

I am looking for an administrative posts, cleaners and Marketing posts that will help me grow with the company and gain work experience and to gain knowledge and skills.

### Preferred occupation

**Administrators**

Administrative jobs

**Personal assistant**

Administrative jobs

**Receptionist**

Administrative jobs

**Marketing assistant**

Ads, marketing jobs

### Preferred work location

**Pretoria / Tshwane**

Gauteng

**Cape Town**

Western Cape

**Middelburg**

Mpumalanga

**Rustenburg**

North West

## Contacts and general information about me

Day of birth

1998-07-19 (26 years old)

Gender

Female

Residential location

**Pretoria / Tshwane**

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period **nuo 2021.09 iki 2022.08**  
 Company name Metrolifestyle Home and Fabrics  
 You were working at: Control Room operator  
 Occupation Camera Operator & Receptionist  
 What you did at this job position? Report daily about the ins and out of customers in the complex, work with security details, work with managers and CEO also with M.D, work with I.T group and also work with Receptionist.

**Education**

Educational period **nuo 2017.03 iki 2021.05**  
 Degree Diploma  
 Educational institution Boston City Campus and Business College  
 Educational qualification Diploma in Marketing Management  
 I could work As a marketing researcher, marketing consultant, marketing strategy, marketing sales Assistant

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Setswana	very good	very good	very good

**Computer knowledge**

Microsoft Office  
 Excel  
 PowerPoint  
 Dairy keeper  
 Internet access  
 Folder handler  
 Calendar keeper

**Additional information**

Driver licenses None  
 Salary you wish 15000 R per month