



# Sophy Katane

Curriculum Vitae (CV)

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

I am an enthusiastic, self-motivated, reliable, responsible and hard working person.

I am a mature team worker and adaptable to all challenging situations.

I am always open yo new challenges.

I am seeking employment where I can grow with the company.

Preferred work location                      Welkom  
Free State

Bloemfontein  
Free State

Sasolburg  
Free State

## Contacts and general information about me

Day of birth                                      1996-03-31 (28 years old)

Gender    Female

Residential location                              Welkom  
Free State

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 2018.09 iki 2021.06**

Company name                                      Kheleng Secondary School

You were working at:                              Administrators

Occupation    Receptionist

What you did at this job position?      Screening phone calls, Arranging files, Printing, Answering and forwarding phone calls, Typing

Working period	<b>nuo 2021.05 iki 2022.01</b>
Company name	Kheleng Secondary School
You were working at:	Generals
Occupation	Screeener
What you did at this job position?	Screening learners, cleaning the classrooms, making sure that the learners a sanitized

### Education

Educational period	<b>nuo 2015.06 iki 2016.11</b>
Degree	Certificate
Educational institution	Flavius Mareka Tvet College
Educational qualification	Management Assistant
I could work	Yes

Educational period	<b>iki 2015.11</b>
Degree	Grade 12 / Matric
Educational institution	Harmony High School
Educational qualification	Matric

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	good	good	good

### Computer knowledge

Windows, Microsoft Office, PowerPoint, Excel, Word

### Recommendations

Contact person	Mr Mosia
Occupation	Principal
Company	Kheleng Secondary School
Telephone number	0570501114

### Additional information

Salary you wish	5000 R per month
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