



# 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 **nuo 2021.05 iki 2022.01**  
 Company name Kheleng Secondary School  
 You were working at: Generals  
 Occupation Screener  
 What you did at this job position? Screening learners, cleaning the classrooms, making sure that the learners a sanitized

**Education**

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

Educational period **iki 2015.11**  
 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