

# **Emely Tsotetsi**

Curriculum Vitae (CV)

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

I am looking for an administrative job.

I am qualified office administrator of level 2

I am hard worker

I am able to work under pressure and indepently without supervision

Always ready to learn and acquire new and more skills

I have good communication skill

I am team worker

And I am a problem solver

Preferred occupation Administrators

Administrative jobs

Preferred work location Rustenburg

North West

### Contacts and general information about me

Day of birth 1996-09-26 (28 years old)

Gender Female

Residential location Rustenburg

North West

Telephone number Information is available only for registered users.

<u>Sign in</u>

Sign in

## **Education**

Educational period **nuo 2003.12 iki 2014.12** 

Degree Certificate

Educational institution Boitekong secondary school

Educational qualification Matric certificate

I could work Office administrator

Educational period **nuo 2019.11 iki 2019.11** 

Degree Certificate

Educational institution Orbit tvet college

Educational qualification Office administration level 2

I could work Administrator

Languages

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

## Computer knowledge

Office data processing

- . Microsoft word
- . Microsoft PowerPoint
- . Microsoft excel

### **Additional information**

Your hobbies . love reading and writing

. love working with people .Hard working and team player

. Good communication .And I also love singing

Driver licenses None

Salary you wish R7 500 R per month

How much do you earn now R0.00 R per month