

## **Keitumetse Mathe**

Curriculum Vitae (CV)

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

A resolute and dependable person with unwavering determination to do well at my job and solve problems in the most autonomous manner possible, deliver high-quality service and consistent business results with a resourceful approach to handling routine and complex challenges, achieve short- and long-term objectives with successful strategic planning and performance optimization skills, ability to work well under pressure, to adhere to the rules and regulations of the company, high degree of dedication and teamwork

Preferred occupation

Data capturers Administrative jobs

Cashiers Retail, store jobs

Shop assistants Retail, store jobs

Training Teaching jobs

Administrators Administrative jobs

Government jobs Government jobs

Preferred work location

**Pretoria / Tshwane** Gauteng

Johannesburg Gauteng

Contacts and general information about me		
Gender	Female	
Residential location	Pretoria / Tshwane Gauteng	
Telephone number	Information is available only for registered users. <mark>Sign in</mark>	
Email address	Information is available only for registered users. <mark>Sign in</mark>	
Education		

Educational period	nuo 2020.01 iki 2020.12
Degree	Grade 12 / Matric
Educational institution	Langenhoven High school
Educational qualification	Matric
E du cashi a sa bu a si a d	
Educational period	nuo 2022.01 iki 2023.10
Degree	Certificate
Degree	Certificate
Degree Educational institution	Certificate Milestone Health Institute

Languages			
Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	basic
Setswana	fluent	fluent	fluent
Xitsonga	very good	very good	basic

## Computer knowledge

Basic Computer knowledge such as typing..

. learning keyboard commands.. powering a computer on and off... knowing how to connect and disconnect the Internet to a computer.... Accessing the Internet.. Understanding spreadsheet functionality. ...Creating documents in Microsoft Word. ...Managing Windows Explorer

Recommendations	
Contact person	Tsholofelo Mathe
Occupation	Safety officer
Company	Sefako Engineering
Telephone number	0781771785
Email address	tcmathe@gmail.com
Contact person	Thembi Emily
Occupation	Clerk
Company	Pretoria High Court
Telephone number	0735346908
Email address	Ntsakomathe1@gmail.com
Additional information	
Your hobbies	Listening to music adventurous activities

## working out Volunteering

Driver licenses	B Light Vehicle $\leq$ 3,500kg
Salary you wish	R 4500 R per month
How much do you earn now	R0 R per month