



# 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.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Education

Educational period **nuo 2020.01 iki 2020.12**  
 Degree Grade 12 / Matric  
 Educational institution Langenhoven High school  
 Educational qualification Matric

Educational period **nuo 2022.01 iki 2023.10**  
 Degree Certificate  
 Educational institution Milestone Health Institute  
 Educational qualification Health Promotion Officer  
 I could work Health Promoter

**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 ≤ 3,500kg |
| Salary you wish          | R 4500 R per month        |
| How much do you earn now | R0 R per month            |