



# Eunice Kibinyane

Curriculum Vitae (CV)

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

I am confident that i have knowledge and skill to professionally fulfil the positions stated below  
Assistant ,admin,clerk ,data capturing,receptionist.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Gauteng

## Contacts and general information about me

Day of birth	1996-09-22 (28 years old)
Gender	Female
Residential location	Sasolburg Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.09 iki 2020.03</b>
Company name	Hloni lehoko attorneys
You were working at:	Lawyers
Occupation	Receptionist
What you did at this job position?	Data capturing,copying,sending emails,taking calls
Working period	<b>nuo 2020.12 iki 2021.04</b>
Company name	Tjhabatsohle primary school
You were working at:	Teachers
Occupation	Assistant teacher
What you did at this job position?	Help kids with homework,typing

Working period **nuo 2021.11 iki 2022.03**  
 Company name Bulldogs pub and grill  
 You were working at: Waiters, waitresses  
 Occupation Runner  
 What you did at this job position? Maintaining clean environment, washing dishes and waitressing part time

**Education**

Educational period **nuo 2018.01 iki 2018.12**  
 Degree Certificate  
 Educational institution Boston city campus  
 Educational qualification Office Assistant  
 I could work Admin, typist, clerk, Assistant, Data capturing

**Languages**

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

**Computer knowledge**

MS word, excel and powerpoint

**Additional information**

Your hobbies Singing, dancing nad reading  
 Driver licenses None  
 Salary you wish R7000 R per month  
 How much do you earn now R0.00 R per month