



# Ramadimetja Lina Chokoe

Curriculum Vitae (CV)

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

I'm looking for any admin job these can be administrator, receptionist and others.

My positive points include that I am someone that is goal driven and always looking dor positive outcomes.

I am a dynamic and results-driven Graduate who offers skills and knowledge in sustainable development, waste management, GIS and Remote sensing as well as elements of environmental management. Possess extensive knowledge in supporting and assisting in environmental investigations/or audits to ensure that environmental requirements are adhered to. Thrives in a demanding, fast paced environment and aims to contribute to successful operations of an organization by streamlining processes to increase productivity. Aim to add value and thrives for accuracy when performing duties. Ability to communicate effectively and create solutions, possess a willing to learn mind-set and open to mentorship that will help me grow on a personal and professional level.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1998-02-11 (26 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 **nuo 2022.01 iki 2022.03**  
 Company name Statistics South Africa  
 You were working at: Data capturers  
 Occupation Administrator  
 What you did at this job position? • Going door to door to collect information from households. • Conduct research in assigned areas after reviewing field site and establishing an effective route for travel. • Conduct interviews with residents in the neighborhood and assist them with completing a census questionnaire accurately.

Working period **nuo 2022.10 iki 2022.12**  
 Company name Statistics South Africa  
 You were working at: Supervisor  
 Occupation Matching Monitor  
 What you did at this job position? • Documenting and reporting product or service quality levels done by the supervisor. - • Communicating with other team members to solve problems. • Following up with the appropriate channels when mistakes are found.

**Education**

Educational period **nuo 2018.01 iki 2019.09**  
 Degree Certificate  
 Educational institution Unisa  
 Educational qualification Higher certificate in life and environmental sciences  
 I could work Admin

Educational period **nuo 2019.02 iki 2019.05**  
 Degree Certificate  
 Educational institution Harambee youth employment accelerator  
 Educational qualification Microsoft certidicatea  
 I could work Excel and microsoft

Educational period **nuo 2016.01 iki 2017.12**  
 Degree Grade 12 / Matric  
 Educational institution Matanta Secondary Scjool  
 Educational qualification Grade 12  
 I could work General works

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

Sesotho

fluent

fluent

fluent

### Computer knowledge

Excellent computer knowledge, as I have studied Microsoft as a whole under Harambee Youth Employment Accelerator.

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-01-00 (4 years)
Salary you wish	6000 R per month
How much do you earn now	4000 R per month