



# Karabo Bridgett Meko

Curriculum Vitae (CV)

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

Administrative Assistant. Receptionist, Personal Assistant and Administrative Clerk

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Rustenburg North West
	Johannesburg Gauteng
	Potchefstroom North West

## Contacts and general information about me

Day of birth	2001-08-22 (23 years old)
Gender	Female
Residential location	Rustenburg North West
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 2020.04 iki 2020.10</b>
Company name	Tshepanang Funerals
You were working at:	Receptionists
Occupation	Clerk
What you did at this job position?	Collected money, welcomed visitors, responsible for filing.

Working period **iki 2023**  
 Company name Madutle Primary School  
 You were working at: Receptionist  
 Occupation Administrative Assistant  
 What you did at this job position? Filing, welcoming visitors, data capturing on SAMS.

### Education

Educational period **nuo 2015.01 iki 2019.12**  
 Degree Grade 12 / Matric  
 Educational institution Raphurele Secondary School  
 Educational qualification Grade 12

Educational period **nuo 2021.08 iki 2022.12**  
 Degree Certificate  
 Educational institution Orbit Tvet College  
 Educational qualification Management Assistant  
 I could work Administrative Position

### Languages

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

### Computer knowledge

Microsoft Word, Excel, PowerPoint & Office.

### Additional information

Driver licenses None  
 Salary you wish R15000 R per month  
 How much do you earn now R0 R per month