



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.04 iki 2020.10
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