



# Matsatsi Koketso Ramachela

Curriculum Vitae (CV)

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

Receptionist even promotion jobs

\*I am highly motivated individual who is a hard worker and strive to be the best at everything that I do.

\*I am highly energetic and have a positive attitude towards everything I do.

\*Able to handle internal pressure and maintain a level head when tackling demanding tasks.

\*Good problem solving skills.

\*Adaptably able to adapt quickly to new environments and challenges.

\*Able to lead and have good interpersonal skills e.g lead my school's Grade 10 debate team in 2020.

\*work within a team or as an individual

\*I am a quick learner who is always eager to learn, develop and grow myself in every aspect of my life as well as in a profession scope.

\*verbal and writing skills.

Preferred occupation

Receptionist  
Administrative jobs

Filing clerk  
Administrative jobs

Personal assistant  
Administrative jobs

Preferred work location

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth 2005-03-24 (19 years old)

Gender Female

Residential location Johannesburg  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good		very good
Sepedi	fluent	fluent	fluent

## Additional information

Your hobbies	*Reading books. *Social media. *Researching-learning new facts for general knowledge and development.
Salary you wish	4000 R per month