



# Koketso Swate

Curriculum Vitae (CV)

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

I'm looking for an Office Administrative Work because i know alot about Office Work...  
And the Computer Microsoft Word, Excel and PowerPoint.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2019.02 iki 2019.03</b>          |
| Company name                       | Mercy Medical Center                    |
| You were working at:               | Filing clerk                            |
| Occupation                         | Filing Clerk                            |
| What you did at this job position? | Opening Fils for Patients               |
| Working period                     | <b>nuo 2020.02 iki 2020.09</b>          |
| Company name                       | Beehive                                 |
| You were working at:               | Waiters, waitresses                     |
| Occupation                         | Waitress And Working On A Till          |
| What you did at this job position? | Serving Customers and Working On A Till |

Working period **nuo 2021.05 iki 2021.08**  
 Company name Mabopane Shisanyama  
 You were working at: Waiters, waitresses  
 Occupation Waitress  
 What you did at this job position? Serving Customers

Working period **nuo 2022.01 iki 2022.12**  
 Company name City Of Tshwane Municipality  
 You were working at: Government jobs  
 Occupation EPWP  
 What you did at this job position? Cleaning Streets

**Education**

Educational period **nuo 2013.01 iki 2013.12**  
 Degree Grade 10  
 Educational institution DR AT Moreosele Secondary School  
 Educational qualification Grade 10  
 I could work Yes

Educational period **nuo 2016.01 iki 2020.12**  
 Degree Certificate  
 Educational institution Tshwane North College  
 Educational qualification Tourism Management Level 2  
 I could work Yes

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| isiZulu  | fluent         | fluent              | basic         |
| Setswana | fluent         | fluent              | good          |

**Computer knowledge**

Word  
 Excel  
 PowerPoint

**Recommendations**

|                  |                              |
|------------------|------------------------------|
| Contact person   | 0828834542                   |
| Occupation       | Filling Clerk                |
| Company          | Mercy Medical Center         |
| Telephone number | 0127020310                   |
| Contact person   | 0792801118                   |
| Occupation       | Waitress                     |
| Company          | Beehive                      |
| Contact person   | +27 61 485 8038              |
| Occupation       | EPWP                         |
| Company          | City Of Tshwane Municipality |

#### **Additional information**

|                          |                                     |
|--------------------------|-------------------------------------|
| Your hobbies             | Baking<br>Dancing<br>Singing        |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2019-03-00 (5 years)                |
| Salary you wish          | 8000 R per month                    |
| How much do you earn now | 2100 R per month                    |