



Keaobaka Eva Khasi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have experience in being an office assistant doing administrative duties so i am looking for a job in administration

Preferred occupation	Administrators Administrative jobs
	Part time jobs Part time, weekend jobs
	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1999-07-11 (25 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2021.02 iki 2023.07
Company name	Tacet Transport
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	1.Answer calls 2.carry out administrative duties such as filing, typing,emailing 3.Manage inventory supplies by counting stock 3.Take minutes 4.Monitor invoices

Education

Educational period **nuo 2015.01 iki 2015.11**
Degree Grade 12 / Matric
Educational institution Baitshoki High School

Educational period **nuo 2019.11 iki 2021.02**
Degree Some Schooling
Educational institution Tacet Transport
Educational qualification NQF Level 3 in Road Transport
I could work Office admin in logistics

Languages

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

Additional information

Salary you wish 10000 R per month
How much do you earn now 8000 R per month