



# Mpho Kgwebane

Curriculum Vitae (CV)

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

I am currently looking for a job as an admin I am a hardworking lady who is eager to new opportunities and can definitely work under pressure also a team worker and leader.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |
|                         | Rustenburg<br>North West              |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1987-12-05 (36 years old)   |
| Gender               | Female  |
| Residential location | 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 2016.01 iki 2017.01</b> |
| Company name                       | Helen Joseph hospital          |
| You were working at:               | Learnership                    |
| Occupation                         | Receptionist                   |
| What you did at this job position? | Filling and admin              |
| Working period                     | <b>nuo 2020.08 iki 2023.06</b> |
| Company name                       | Westrand care givers           |
| You were working at:               | Nurses                         |
| Occupation                         | Ancillary nursing              |
| What you did at this job position? | Care giver                     |

## Education

Educational period **nuo 2006.01 iki 2006.12**  
 Degree Grade 12 / Matric  
 Educational institution Rw.fick sss  
 Educational qualification Matric

Educational period **nuo 2016.01 iki 2017.01**  
 Degree Certificate  
 Educational institution Bophelo tota driving Academy  
 Educational qualification NQF level 3 Information technology  
 I could work Yes

Educational period **nuo 2018.03 iki 2018.06**  
 Degree Certificate  
 Educational institution Karabo driving Academy  
 Educational qualification Call centre certificate  
 I could work Yes

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| Afrikaans | very good      | very good           | very good     |
| Setswana  | fluent         | fluent              | fluent        |

**Computer knowledge**

Power point  
 Excel

**Recommendations**

Contact person Elsie de beer  
 Occupation Supervisor  
 Company West rand care givers  
 Telephone number 0721183964

**Additional information**

Driver license from 2023-05-00 (1 years)  
 Salary you wish 8000 R per month  
 How much do you earn now 7000 R per month