



# Boipelo Chiloane

Curriculum Vitae (CV)

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

I'm looking for Administrative work .

I could be an excellent clerk.

I am hard working .

I am a good communicator and problem solver .

I am punctual and I work well in teams .

And have excellent Microsoft skills

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Journalists</b> Media, journalism jobs
Preferred work location	<b>Magaliesburg</b> North West

## Contacts and general information about me

Day of birth	2002-02-16 (22 years old)
Gender	Female
Residential location	<b>Pretoria / Tshwane</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.09 iki 2023.07</b>
Company name	Jd Tutoring
You were working at:	Sales administartor
Occupation	Administrator
What you did at this job position?	Admin work . Filing . Recruiting . Taking calls and emails.

## Education

Educational period **nuo 2020.01 iki 2022.12**  
 Degree Diploma  
 Educational institution IIE Rosebank College  
 Educational qualification Diploma in Public Relations  
 I could work As a public relations consultant

Educational period **nuo 2014.01 iki 2018.12**  
 Degree Grade 12 / Matric  
 Educational institution Hoerskool Gerrit Maritz  
 Educational qualification Matric  
 I could work Retail , sale consultant, retail

**Languages**

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

**Computer knowledge**

Adobe Photoshop . OS. Windows . Mac OS. And Microsoft office .

**Conferences, seminars**

Radio Bob . I worked as a promoter  
 It was a month contract .

**Recommendations**

Contact person Joyce  
 Occupation Clerk  
 Company Department of Labour  
 Telephone number 0825399743

**Additional information**

Your hobbies Reading  
 Working out  
 Playing tennis  
 Networking  
 Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2022-11-00 (1 years)  
 Salary you wish 6000 R per month  
 How much do you earn now 5000 R per month