



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	Administrators Administrative jobs
	Journalists Media, journalism jobs
Preferred work location	Magaliesburg North West

Contacts and general information about me

Day of birth	2002-02-16 (22 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 2022.09 iki 2023.07
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 (2 years)
 Salary you wish 6000 R per month
 How much do you earn now 5000 R per month