



# Koketso Monyatsi

Curriculum Vitae (CV)

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

I have working experience in reception/administration and housekeeping.

My positive points would be I am self driven and I work well with people. I have always been in a client based environment, so I am confident to obtain any occupation where there are people

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	2001-07-06 (23 years old)
Gender	Female
Residential location	Johannesburg 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 2020.09 iki 2023.04</b>
Company name	MTO Grouped
You were working at:	Receptionist
Occupation	Office Administrator
What you did at this job position?	I juggled two positions. I was an office administrator, but since we didn't have someone to make sure the office is well maintained. I took the housekeeping position as well, I had to juggle the two at the same time

## Education

Educational period	<b>nuo 2019.01 iki 2019.12</b>
Degree	Grade 12 / Matric
Educational institution	Germiston High School
Educational qualification	Matric

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
isiZulu	fluent	fluent	good
Setswana	fluent	fluent	basic

### Computer knowledge

Very well knowledged with using technology, as my previous job required me to always be on my desktop

I was expected to send out emails, request quotes and sending management detailed feedback on a weekly basis. So that increased my knowledge on the computer

### Recommendations

Contact person	Lindiwe Tapi
Occupation	Office Manager
Company	MTO Grouped
Telephone number	0113540149
Email address	Admin@mtogrouped.co.za

### Additional information

Driver licenses	None
Salary you wish	8000-12000 R per month
How much do you earn now	Non R per month