



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.09 iki 2023.04
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	nuo 2019.01 iki 2019.12
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