



# Khomotso Lengwati

Curriculum Vitae (CV)

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

I am looking for Administrative. It can be Data capture, Call Center, front desk operator or/ and clerical work.

I have more than 10 years of experience in the administration field. I work well with people, I am a hard worker and give attention to details.

Preferred occupation	Data capturers Administrative jobs
	Call Centre agent Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1983-04-22 (41 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2014.03 iki 2023.03</b>
Company name	Consulta Direct
You were working at:	Call Centre agent
Occupation	Call Center agent
What you did at this job position?	Market research

Working period **nuo 2009.06 iki 2011.02**  
 Company name University of South Africa  
 You were working at: Customer care agent  
 Occupation Library student assistant  
 What you did at this job position? Assisting in book search and packing

Working period **nuo 2012.02 iki 2013.01**  
 Company name First Car Rental  
 You were working at: Learnership  
 Occupation Front desk operator  
 What you did at this job position? Vehicle hire bookings

**Education**

Educational period **nuo 2009.01 iki 2011.11**  
 Degree Diploma  
 Educational institution UNISA  
 Educational qualification NDHRM  
 I could work Human resources assistance

**Languages**

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

**Computer knowledge**

Ms word, Excell, PowerPoint

**Recommendations**

Contact person Samuel Moepye  
 Occupation Team Leader  
 Company Consulta Direct  
 Telephone number 0973505646  
 Email address samuelmoepye@gmail.com

Contact person Patricia Mabela  
 Occupation Manager  
 Company First Car Rental  
 Telephone number 0726355655  
 Email address patriciamalegola@gmail.com

**Additional information**

Your hobbies	Cooking and hiking.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-02-00 (10 years)
Salary you wish	8000 R per month
How much do you earn now	00 R per month