



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

Work experience

Working period	nuo 2014.03 iki 2023.03
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