



# Khanya Tsetso

Curriculum Vitae (CV)

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

I am seeking a full-time receptionist, personal assistant, or admin job requiring a matric qualification. My positive points are that even when faced with a tricky, tough, or awkward situation, I try to resolve it in a way that will benefit all parties involved. I am quick on my feet and I think of this as a good trait to have when dealing with day-to-day problems. Another positive point of mine is that people see me as someone they can open up to and seek advice from. My last point is that I take the initiative of finishing or helping to complete a task when I see that someone else is unable to complete/resolve it.

Preferred occupation	Jobs for students Student jobs
Preferred work location	Port Elizabeth Eastern Cape

## Contacts and general information about me

Day of birth	2004-11-12 (20 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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>

## Education

Educational period	<b>nuo 2023.02 iki dabar</b>
Degree	Diploma
Educational institution	IIE Rosebank College
Educational qualification	Information Technology Management
I could work	in any field that is related to business, finance and IT.

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

isiXhosa

good

very good

good

### Computer knowledge

Technical Skills:

Proficient in Microsoft Office Suite

Basic knowledge of Java and C++

Familiar with GitHub for version control

Experienced with IDEs such as IntelliJ and Microsoft Visual Studio Code

Experienced with Windows

Creative Skills:

Capable video editing skills using Capcut

Proficient in using Adobe software for multimedia content creation

### Additional information

Your hobbies

Enjoys watching Asian dramas

Passionate about Asian music

An avid reader and writer of books

Fangirl to favorite boybands

Enjoys learning/researching about different religions, cultures, and traditions

Driver licenses

None

Salary you wish

6 000 R per month