



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 (19 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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

Education

Educational period	nuo 2023.02 iki dabar
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