

Tebogo Kgwebane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for the Administration job.

I am a self-driven person who completed N6 IN Publi Management. I have computer skills and I can enhance my skills, knowledge and capabilities in an organization.

Preferred occupation Data capturers

Administrative jobs

Contacts and general information about me

Day of birth 1999-02-11 (25 years old)

Gender Female

Residential location Pretoria / Tshwane

Gauteng

Sign in

Work experience

Working period nuo 2023.02 iki 2023.09

Company name Nyakale Primary School

You were working at: Administrators

Occupation Education Assistant

What you did at this job position? I assisted the Administration Assistant with

filing,capturing,typing and clerical tasks.

Education

Educational period **nuo 2017.07 iki 2020.11**

Degree Diploma

Educational institution Tshwane North College
Educational qualification Public Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

Typing.

Email communications.

Creating and managing spreadsheets.

Using databases.

Working with word processing documents.

Online research.

Image editing.

Programming.

Conferences, seminars

Nemisa programm

Recommendations

Contact person Mr N.S Mapoane

Occupation Principal

Company Nyakale Primary School

Telephone number 0828718929

Additional information

Driver licenses None

Salary you wish R8 000.00 + R per month

How much do you earn now R0.00 R per month