



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 captureurs
Administrative jobs

Contacts and general information about me

Day of birth 1999-02-11 (25 years old)
 Gender Female
 Residential location Pretoria / Tshwane
Gauteng
 Email address *Information is available only for registered users.*
[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