



# Carol Medupe

Curriculum Vitae (CV)

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

I am looking for a job that I can be my best self in I am currently an Administrator and on a daily basis I work with interacting with the community which is what makes me happy. I enjoy working with people in all levels which is one of my strongest points, getting to learn and speak different languages on a day to day basis

Katerena Carol Medupe an energetic lady who enjoys a challenge and in pursuit of person goals, I have a Business Administration qualification and would greatly accept the opportunity to offer my services within a company I'll call my family, As an assertive and confident young woman I believe I should be considered for employment as I can be off immense value in contributing towards providing quality, effective and efficient services through the company

Preferred occupation	<b>Government jobs</b> Government jobs
	<b>Administrators</b> Administrative jobs
	<b>Office manager</b> Other jobs
Preferred work location	<b>Thabazimbi</b> Limpopo
	<b>Mogwase</b> North West
	<b>Rustenburg</b> North West

## Contacts and general information about me

Day of birth	1990-05-18 (34 years old)
Gender	Female
Residential location	<b>Thabazimbi</b> Limpopo
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>

## Work experience

Working period **nuo 2020.04 iki 2023.12**  
 Company name Parliamentary constituency office  
 You were working at: Administrators  
 Occupation Administrator  
 What you did at this job position? Help the community with any complaints they have, filling, typing, accounting of funds, writing reports on a weekly and monthly basis

**Education**

Educational period **nuo 2020.01 iki 2012.12**  
 Degree Degree  
 Educational institution CTI ( Heriot watt university)  
 Educational qualification Bachelor's degree in business  
 I could work I could work as an Administrator, fiance Administrator, Project Administrator

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Afrikaans	good	good	basic
isiZulu	good	good	basic

**Computer knowledge**

Microsoft package  
 Office  
 Word  
 Excel  
 PowerPoint

**Additional information**

Your hobbies I love exercising and reading John Maxwell's books  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2013-03-00 (11 years)  
 Salary you wish R30 000 + R per month  
 How much do you earn now R24 000 R per month