



Adeline Makhetha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a kind and passionate individual with a deep understanding of human behavior, backed by my Higher Certificate in Psychology and Sociology. Currently, I am on the verge of completing my Bachelor of Social Science degree, with only one module remaining. My educational background has equipped me with invaluable insights into interpersonal dynamics and organizational behavior, which are crucial for an administrator role. I am adept at communication, problem-solving, and decision-making, qualities essential for effectively managing administrative tasks and fostering positive relationships. My dedication to understanding human behavior and my academic achievements make me a strong candidate for the role of administrator, where I am eager to contribute my skills and enthusiasm to support the team and organizational objectives.

Preferred occupation

Filing clerk
Administrative jobs

Jobs for students
Student jobs

Front Desk Agent
Administrative jobs

Receptionist
Administrative jobs

Personal assistant
Administrative jobs

Data capturers
Administrative jobs

Administrators
Administrative jobs

Preferred work location

Bloemfontein
Free State

Botshabelo
Free State

Thaba Nchu
Free State

Contacts and general information about me

Day of birth 1999-08-22 (25 years old)

Gender	Female
Residential location	Thaba Nchu Free State
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 2019.02 iki 2020.06
Degree	Certificate
Educational institution	University of Free State
Educational qualification	Higher Certificate in Psychology and Sociology

Languages

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

Computer knowledge

Microsoft Office
Adobe

Additional information

Driver licenses	None
Salary you wish	R10000 R per month