



# Tshegofatso Masilo

Curriculum Vitae (CV)

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

I am looking for an administrative job. I am a hard-working and driven individual who isn't afraid to face a challenge. I'm passionate about my work and I know how to get the job done. I would describe myself as an open and honest person who doesn't believe in misleading other people and tries to be fair in everything I do.

Preferred occupation

**Secretaries**

Administrative jobs

**Administrators**

Administrative jobs

**Filing clerk**

Administrative jobs

**Receptionist**

Administrative jobs

**Data capturers**

Administrative jobs

**Bookkeeper**

Administrative jobs

Preferred work location

**Kuruman**

Northern Cape

**Kathu**

Northern Cape

## Contacts and general information about me

Gender

Female

Residential location

Kathu

Northern Cape

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Education

Educational period	<b>nuo 2018.01 iki 2018.12</b>
Degree	Grade 12 / Matric
Educational institution	kathu high school
Educational period	<b>nuo 2019.01 iki 2023.12</b>
Degree	Certificate
Educational institution	NCR TVET KATHU CAMPUS
Educational qualification	BUSINESS MANAGEMENT AND MANAGEMENT ASSISTANT
I could work	YES

**Languages**

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

**Computer knowledge**

Microsoft office  
 Sage pastel  
 OS Window  
 Adobe photoshop

**Recommendations**

Contact person	F KEKANA
Occupation	LECTURER
Company	NCR TVET
Telephone number	0839693345

**Additional information**

Your hobbies	READING PLANNING AND ORGANISING COORDINATING RESEARCHING
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-06-00 (1 years)
Salary you wish	7000 R per month