



# Limakatso Jack

Curriculum Vitae (CV)

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

I have just graduated from Maluti TVET College . And though I have my aspirations, and would love to have a managerial role one day, I understand that I have to start from the bottom, and learn the ins and outs of the work in a functioning office or team. With everything I learned at College and with the part time jobs I had, I feel ready to do a great job as an administrative assistant, and hope to get a chance to prove my skills in your company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bethlehem Free State

## Contacts and general information about me

Day of birth	1991-11-16 (32 years old)
Gender	Female
Residential location	Bethlehem Free State
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	<b>nuo 2023.01 iki 2023.10</b>
Company name	LK Ntlabathi Secondary School
You were working at:	Part time jobs
Occupation	E-cadre
What you did at this job position?	Administration

## Education

Educational period	<b>nuo 2018.01 iki 2022.11</b>
Degree	Grade 12 / Matric
Educational institution	Office Administration
Educational qualification	Office Administration
I could work	Office Administrator

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sesotho	very good	very good	very good

### Computer knowledge

Office Data Processing

### Recommendations

Contact person	Mr Mokoena
Occupation	Admistrator
Company	LK Ntlabathi Secondary School
Telephone number	0781747960

### Additional information

Your hobbies	Cooking, reading and hiking
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	1700 R per month