



# Kgadi Machaba

Curriculum Vitae (CV)

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

I am looking for a stable permanent job as a Receptionist or Teacher as I have skills and experience in the field mentioned.

My positive points are:

- Self-driven & consistently strive for excellence
- Adapting swiftly to new tools & technology
- excel at articulating ideas & concisely
- Adapting easily to changing circumstances & challenges
- Consistently go above and beyond in tasks

Preferred occupation

**Cleaners**  
Labour jobs

**Teachers**  
Teaching jobs

**Receptionist**  
Administrative jobs

Preferred work location

**Midrand**  
Gauteng

**Pretoria / Tshwane**  
Gauteng

**Johannesburg**  
Gauteng

## Contacts and general information about me

Day of birth

1994-01-26 (30 years old)

Gender

Female

Residential location

**Midrand**  
Gauteng

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period **nuo 2023.04 iki 2024.06**  
 Company name Hinen  
 You were working at: Receptionist  
 Occupation Receptionist  
 What you did at this job position? - Answer telephone, direct calls and take messages. Take minutes during meetings. Order stationery. Welcome visitors. Arrange meetings.

Working period **iki 2022.12**  
 Company name Rainbow Kiddies Montessori school  
 You were working at: Teachers  
 Occupation Teacher  
 What you did at this job position? Make lesson plans. Write and hand out reports. Plan daily activities. Maintain classroom cleanliness

### Education

Educational period **nuo 2010.01 iki 2013.12**  
 Degree Grade 12 / Matric  
 Educational institution Mmankala high school  
 Educational qualification Diploma

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	good
Sepedi	fluent	fluent	
Setswana	fluent	fluent	fluent

### Computer knowledge

Microsoft office  
 Excel  
 Word  
 PowerPoint  
 Microsoft outlook

### Recommendations

Contact person Pranitha  
 Occupation Supervisor  
 Company Rainbow Kiddies Montessori school  
 Telephone number 0823349618

Contact person	Amour
Occupation	Manager
Company	Hinen
Telephone number	0653620792

#### **Additional information**

Your hobbies	Reading Drawing Hiking Movies & series
Driver licenses	None
Salary you wish	6000 R per month