



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