



# Kgotso Makaleng

Curriculum Vitae (CV)

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

I am lady with 27 years old, i study diploma in administrative management from UNISA. I am not the person who discourage by failure, it makes me work more than i done before. i can work under pressure as long as the company goal is reach. I am willing to work with all my power so that i can give company more than it expect from me.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1989-02-22 (35 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2015.04 iki 2016.03</b>
Company name	Waltons
You were working at:	Administrators
Occupation	internship
What you did at this job position?	cashier, stock taker, filling ,banking and administrative duties

## Education

Educational period	<b>nuo 2008.01 iki 2012.11</b>
Degree	Diploma
Educational institution	unisa
Educational qualification	administrative management
I could work	clerk cashier reception

**Languages**

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

**Computer knowledge**

windows excel

**Conferences, seminars**

none

**Recommendations**

Contact person	mrs rollien styen
Occupation	manager
Company	waltons
Telephone number	0123420626
Email address	rstyen@Walton.za

**Additional information**

Your hobbies	reading books
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-01-00 (11 years)
Salary you wish	4000.00 R per month
How much do you earn now	none R per month