



# Tshepsio Monnakgotla

Curriculum Vitae (CV)

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

I'm a reliable, dedicated, humble and submissive person. I take every task I've been given seriously and make sure I deliver. Hard worker and always available when I'm needed.

I can do any kind of job that is given to me like office admin, cleaning and cashier. Focus and stable person.

Preferred occupation: Administrators  
Administrative jobs

Preferred work location: West Rand  
Gauteng

## Contacts and general information about me

Gender: Female

Residential location: West Rand  
Gauteng

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

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

## Work experience

Working period: **nuo 2014.01 iki 2016.09**

Company name: metal used spears

You were working at: Administrators

Occupation: office admin

What you did at this job position? emailing, filling, faxing, ordering numbers plates and other material that was needed, answering phone, registration of car papers to license department and changing ownership of paper from previous owner to company's name. also helping customer personal with buying car and car parts, paying traffic fines and discs.

Working period **nuo 2015.10 iki 2016.10**  
 Company name little angles day care  
 You were working at: Cooks  
 Occupation cook and clean  
 What you did at this job position? open the gates in the morning, clean cook, ordering food stuff and cleaning materials also close at the end of working hours

Working period **nuo 2011.02 iki 2016.10**  
 Company name rock of salvation community church  
 You were working at: Cleaners  
 Occupation cleaner and asharing  
 What you did at this job position? cleaning the church, help with admin and asharing

### Education

Educational period **nuo 2015.01 iki 2016.03**  
 Degree Diploma  
 Educational institution Oxbridge academy  
 Educational qualification humans resource management  
 I could work human resource

Educational period **nuo 2016.01 iki 2016.12**  
 Degree Grade 12 / Matric  
 Educational institution Oxbridge academy  
 Educational qualification N4-N6  
 I could work national certificates

Educational period **nuo 2004.01 iki 2004.06**  
 Degree Certificate  
 Educational institution cornerstone  
 Educational qualification computer certificate  
 I could work receptionist

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Afrikaans	basic	basic	basic
SiSwati	good	good	basic
Tshivenda	good		good

**Computer knowledge**

Microsoft word,excel,internet,Ms Windows ,Adobe Photoshop,Microsoft office .

**Conferences, seminars**

Team building at rock of salvation community church on the 7 November 2015 and 13 August 2016.

**Recommendations**

Contact person	Isaac mpusha
Occupation	IT manager
Company	fixed assets administrator
Telephone number	0115753034/0722937085
Email address	Isaac.phumudzo@gmail.com

Contact person	Rebecca maluleke
Occupation	principal
Company	little angles day care
Telephone number	0786821051
Email address	rebeccamaluleke@gmail.com

**Additional information**

Your hobbies	Volunteering at church,schools and old age homes helping with taking care of feeding,cooking and cleaning.
Driver licenses	None
Salary you wish	5500 R per month
How much do you earn now	4200 R per month