

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 serious and make sure i deliver .hard worker and always available when I'm needs.

I can do any kind of job that is been given to 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.

<u>Sign in</u>

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

costumer 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

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