



# Boitumelo Khoele

Curriculum Vitae (CV)

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

I am looking for an administration job. I am good at typing and good communicator. I am a fast thinker and a hard worker. I haven't recognized my weak points.

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

## Contacts and general information about me

Gender	Female
Residential location	Mabopane North West
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>

## Education

Educational period	<b>nuo 2015.06 iki 2016.12</b>
Degree	Certificate
Educational institution	Tshwane South College
Educational qualification	N4,N5 and N6 management assistant
I could work	Individual or in group
Educational period	<b>nuo 2014.01 iki 2014.12</b>
Degree	Certificate
Educational institution	St Christopher AET Centre
Educational qualification	Computer skills

## Languages

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

### **Computer knowledge**

Excel,PowerPoint,word, database

### **Additional information**

Your hobbies	Singing,reading
Driver licenses	None
Salary you wish	R5000 R per month