



Boitumelo Tatane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im Looking For A Call Center , Clerk Or Receptionist Job With Reasonable Hours and A Good Salary .

Skills and Qualifications:

*Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, *Excellent English Verbal Communication, Written Communication skills, Attention to Detail, Administrative Writing Skills

Im A Fast Learner if Learning Is Offered and Im Able To Work in A Fast Moving Enviroment

Good Marketing and Computer Skills

Good At Presentations

Fast Writer

And Creative Skills on Paper And Using A Computer

Ability in Using Ms Office

I And Im A Presentable Individual Who Can Be A Good Representative To Any Company Willing To Hire Me.

Preferred occupation	General jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1999-10-20 (25 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

Educational period **nuo 2002.01 iki 2016.06**
 Degree Grade 10
 Educational institution Clapham High School
 Educational qualification I Qualify For Computer And Speaking Jobs
 I could work A Call Center , And Receptionist or An Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	good
Afrikaans	fluent	fluent	fluent
isiXhosa	very good	good	good
Setswana	fluent	fluent	good
Sesotho	fluent	fluent	fluent

Computer knowledge

Documentation
 Typing
 Drafting
 Editing
 Sending Emails
 Creative Art Skills e.g Adverts
 Ms Office
 Windows
 Photoshop

Additional information

Your hobbies I Do Fitness
 Mc At Events
 Draw , Paint
 Social Networks
 Reading , Books
 Writing

 Driver licenses None

 Salary you wish 4000+ R per month

 How much do you earn now 400 R per month