



# 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 (24 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>

## 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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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