

Keitumetse Mmekwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an admin job.i am energetic,outgoing and a very hard working lady who's very focussed on achieving my goals.

Preferred work location Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth 1992-11-26 (32 years old)

Gender Female

Residential location Pretoria / Tshwane

Gauteng

Telephone number Information is available only for registered users.

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Sign in

Work experience

Working period nuo 2013.06 iki 2013.07

Company name hotel 224

You were working at: Waiters, waitresses

Occupation waitress

What you did at this job position? clearing tables n serving beverages

Education

Educational period **nuo 2008.01 iki 2010.12**

Degree Grade 12 / Matric

Educational institution madiba a toloane high

Educational qualification higher certificate/bachelor

I could work admin and receptionist

nuo 2012.03 iki 2012.05 Educational period

Degree Certificate

Educational institution creative mind computer school

Educational qualification computer literate

I could work admin/receptionist/data capturer

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

Computer knowledge

Word, excel,ms windows,outlook,powerpoint,access

Recommendations

Contact person tlhopego Occupation

Company creative mind computer training

lecturer

Telephone number 0122524890

Contact person refiloe mathipa

Occupation principal

Company madiba a toloane high

Telephone number 0127291170

Occupation manager Company hotel 224 Telephone number 0124405281

Additional information

Your hobbies Love listening to music, reading and playing netball

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2016-12-00 (8 years)

6000-8000 R per month Salary you wish

none R per month How much do you earn now