



# Tebogo Beauty Ngwetjana

Curriculum Vitae (CV)

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

Am am looking for admin,computer and office jobs because I like using comptures.My positive points am good in capturing information to the computer and other thing I like leading and sharing ideas with other people.

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth    1994-01-17 (30 years old)  
Gender    Female  
Residential location                                  Pretoria / Tshwane  
Gauteng  
Telephone number                                    *Information is available only for registered users.*  
[Sign in](#)  
Email address    *Information is available only for registered users.*  
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## Education

Educational period                                  **nuo 2012.01 iki 2014.11**  
Degree    Grade 12 / Matric  
Educational institution                              Ramatema secondary school  
Educational qualification                            Higher certificate  
I could work    at office  
  
Educational period                                  **nuo 2015.01 iki 2015.06**  
Degree    Diploma  
Educational institution                              New life computer college  
Educational qualification                            En-User Computing Diploma and Office Admin  
I could work    at office

## Languages

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

**Computer knowledge**

microsoft:Word, Excel, Access, PowerPoint& publisher

Using the following softwares:

Microsoft Office 97, 2003, 2007, 2010 & 2013

including

Typing skills, Internet & Email

Also able to operate a computer using the following operating systems

Windows: 98, 2000, XP, Vista & Windows 7, 8, 8.1

**Recommendations**

Contact person	Manthata M
Occupation	Principal
Company	Ramatema Secondary School
Telephone number	0727760897
Contact person	Manganye F.C
Occupation	Director
Company	New Life Computer College
Telephone number	0714035676/0763427736

**Additional information**

Your hobbies	I like listening to gospel music,reading and using computer.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-00-00 (10 years)
Salary you wish	R6000 R per month
How much do you earn now	R2400 R per month