



Nompumelelo Ketty Skosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a passionate lady who likes challenges a lot and learning new things. i enjoy working with people and also have good communication skills.i have experience in personal assistant as i have worked at a guest house as a PA of LALA-PANZI GUEST HOUSE.I HAVE EXPERIENCE IN HOSPITALITY AS I WAS A ASSISTANT CHEF,BAR LADY and waitress at sunset steak n lounge.also worked as a DIRECTOR OF PERSONNEL AND ROUTING,RECEPTIONIST,COURSE ADMIN AND COMMUNICATION OFFICER at an IDEAL ORG OF PRETORIA.I have good experience in the work place that includes communication.I can call my self a good investment to every company as i'm dedicated to every job that i do.

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

Contacts and general information about me

Day of birth	1998-10-08 (26 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

Work experience

Working period	nuo 2010.01 iki 2011.06
Company name	LALA-PANZI GUEST HOUSE
You were working at:	Hotel managers
Occupation	i helped with paper work and balancing things at work and confirming appointments
What you did at this job position?	I was a personal assistant

Working period **nuo 2014.01 iki 2016.01**
 Company name sunset steak n lounge
 You were working at: Waiters, waitresses
 Occupation i was a assistant chef,assistant bar lady and a waitress
 What you did at this job position? general worker

Working period **nuo 2016.06 iki 2017**
 Company name Ideal org of Pretoria
 You were working at: Administrators
 Occupation receptionist,course admin,director of personnel and routing and communications officer
 What you did at this job position? I was a general worker

Education

Educational period **nuo 2005.01 iki 2011.12**
 Degree Some Schooling
 Educational institution Jan kotlolo primary school
 Educational qualification grade 1- 7

Educational period **nuo 2012.01 iki 2016.12**
 Degree Grade 12 / Matric
 Educational institution Thuto bohlale secondary school
 Educational qualification matric

Languages

Language	Speaking level	Understanding level	Writing level
isiNdebele	fluent	fluent	good
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent
Sepedi	good	fluent	good
Xitsonga	good	fluent	do not know

Computer knowledge

i have computer knowledge of Ms Excel and micro soft office

Conferences, seminars

i have attended the seminar from the Ideal org call PROBLEM'S OF WORK,i have attended the network marketing seminar,and a Dianetics seminar

Recommendations

Contact person	DINA SUSTER MASEMOLA
Occupation	owner
Company	LALA-PANZI GUEST HOUSE
Telephone number	0723870731

Contact person	FUNGAI
Occupation	MANAGER

Additional information

Salary you wish	R3000 R per month
How much do you earn now	R3500 R per month