



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 (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 |

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 |

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|----------------|---------|
| Contact person | FUNGAI |
| Occupation | MANAGER |

Additional information

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