



# Keamogetswe Moeng

Curriculum Vitae (CV)

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

I have completed my Office Administration NCV Level 2 and Level 3 certificates

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1997-08-10 (26 years old)
Gender	Male
Residential location	<b>Pretoria / Tshwane</b> 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	<b>nuo 2016.01 iki 2017.12</b>
Degree	Certificate
Educational institution	Tshwane South TVET College
Educational qualification	Office Administration
I could work	I could work alone as well as other people around me

## Languages

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

## Computer knowledge

Microsoft Office:

MS Word

MS Excel

MS PowerPoint

MS Access

### Additional information

Your hobbies	Watching Soccer and Listening to Music
Driver licenses	None
Salary you wish	11000 R per month
How much do you earn now	9000 R per month