



Theresia Maipato Khiba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm good in filing; Switchboard operator and Receptionist. I have computer skills where by i am able to do Electronic filing even Manual filing. I also have telephone technics to tranfer call to different department and prepared to work different shifts if necessary.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Botshabelo Free State

Contacts and general information about me

Day of birth	1971-01-01 (55 years old)
Gender	Female
Residential location	Botshabelo Free State
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 2017.09 iki 2019.12
Company name	Thakaneng Guest House
You were working at:	Receptionists
Occupation	Do over night bookings and Day Rest
What you did at this job position?	Receptionist

Education

Educational period	nuo 2017.01 iki 2017.12
Degree	Grade 12 / Matric
Educational institution	Grade 12 Rewrite
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level

English	good	good	good
Afrikaans	good	good	good

Computer knowledge

Yes I have Computer and Telephone skills

Recommendations

Contact person	Mr. Pule Mosala
Occupation	Principal at ABET
Company	Sediba sa Tsebo
Telephone number	0797685532
Contact person	Michael Selesho
Occupation	Security
Company	SA Tiger
Telephone number	0789112325

Additional information

Your hobbies	Reading; Watching News on TV and Listening to Radio
Salary you wish	R6 500 R per month
How much do you earn now	0.00 R per month