



# Theresia Maipato Khiba

Curriculum Vitae (CV)

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

Im 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 (53 years old)

Gender      Female

Residential location      Botshabelo  
Free State

Telephone number      *Information is available only for registered users.*  
[Sign in](#)

Email address      *Information is available only for registered users.*  
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## 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
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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