



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 (55 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