



# Ontlametse Theodora Mokgatla

Curriculum Vitae (CV)

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

Serves visitors by greeting, welcoming, and directing them appropriately.

Notifies company personnel of visitor arrival.

Maintains security and telecommunications system.

Informs visitors by answering or referring inquiries.

Directs visitors by maintaining employee and department directories.

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | Mahikeng / Mafikeng<br>North West   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1999-04-07 (26 years old)   |
| Gender               | Male  |
| Residential location | Mahikeng / Mafikeng<br>North West   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2018.02 iki 2021.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | REDIBONE SECONDARY SCHOOL      |
| Educational qualification | Still studying                 |
| I could work              | Yes                            |

## Computer knowledge

Capable of working with Ms Word, Ms Excel and PowerPoint

## Conferences, seminars

I attend in Prestige Business College

### Recommendations

|                  |                         |
|------------------|-------------------------|
| Contact person   | Ms KRE MOETSI           |
| Occupation       | Department of Education |
| Company          | Thutong primary school  |
| Telephone number | 0183832170              |

### Additional information

|                          |                                   |
|--------------------------|-----------------------------------|
| Your hobbies             | I'm a Netball player and a singer |
| Driver licenses          | None                              |
| Salary you wish          | +R3000 R per month                |
| How much do you earn now | R0 R per month                    |