



# Katlego Mokoena

Curriculum Vitae (CV)

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

I am a well-paced and adaptive learner with strong leadership qualities. I have experiences in technical support, admin, reception work, sales, marketing , and I'm working on improving my skills gained from previous work experience and hoping to add on new ones . I am a dynamic person who loves working with people and also does well individually.

Preferred occupation                      Computer technicians  
IT, computing jobs

Filing clerk  
Administrative jobs

Personal assistant  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1996-02-04 (29 years old)

Gender    Female

Residential location                              Johannesburg  
Gauteng

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 2020.10 iki 2021.10**

Company name                                      Mould Empower Serve (MES)

You were working at:                              Personal assistant

Occupation    Volunteering

What you did at this job position?      PA's Assistant, Filing etc

Working period	<b>nuo 2019.09 iki 2020.09</b>
Company name	ProServ
You were working at:	Learnership
Occupation	Technical Support
What you did at this job position?	Fixed computer, Software and Hardware

### Education

Educational period	<b>nuo 2010.01 iki 2014.12</b>
Degree	Grade 12 / Matric
Educational institution	Thabo Secondary School
Educational qualification	Diploma
I could work	In any department I'm put to.

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	very good
isiZulu	good	good	basic

### Computer knowledge

Microsoft Office

Windows OS

Hardware

Software

Applications

Computer Literacy

### Conferences, seminars

IT Course

### Recommendations

Contact person	Moses Munyarhadzi
Occupation	Facilitator
Company	Proserv
Telephone number	0847160147
Email address	rasmosychinyanga@gmail.com

### Additional information

Your hobbies	Gaming Cooking
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Salary you wish

Arranging things

+3000 R per month

How much do you earn now

1050 R per month