



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 (28 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	nuo 2019.09 iki 2020.09
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	nuo 2010.01 iki 2014.12
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