

# Keitumetse Masombuka

Curriculum Vitae (CV)

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

I am honest reliable and trustworthy. I am able to work under pressure

Preferred occupation Secretaries

Administrative jobs

Preferred work location Pretoria / Tshwane

Gauteng

#### Contacts and general information about me

Day of birth 1982-12-05 (43 years old)

Gender Female

Residential location Pretoria / Tshwane

Gauteng

Telephone number Information is available only for registered users.

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#### Work experience

Working period **nuo 2015.02 iki 2021.05** 

Company name Kids choice Montessori preschool

You were working at: Cleaners

Occupation Assistant teacher

What you did at this job position? Preparing and presenting the lesson plan and teaching

Working period **nuo 2003.04 iki 2012.12** 

Company name Itireleng communications

You were working at: Administrators

Occupation Typing documents and sending emails receiving and sending

parcels

What you did at this job position? Admin officer

#### Languages

Language Speaking level Understanding level Writing level

English fluent fluent fluent

## Computer knowledge

Very good

### **Additional information**

Salary you wish 8500 R per month How much do you earn now 7500 R per month