



# Boitumelo Seretsi

Curriculum Vitae (CV)

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

I am looking for Administrator, Receptionist because am a hard worker, work under pressure and I can do team work. You won't regret for hiring me.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
|                         | Receptionist<br>Administrative jobs   |
|                         | Data capturers<br>Administrative jobs |
| Preferred work location | Rustenburg<br>North West              |
|                         | West Rand<br>Gauteng                  |
|                         | Fochville<br>North West               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1993-11-20 (30 years old)   |
| Gender               | Female  |
| Residential location | West Rand<br>Gauteng  |
| 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 2017.07 iki 2019.06</b> |
| Degree                    | Certificate                    |
| Educational institution   | Western College                |
| Educational qualification | Business management            |
| I could work              | As administrator               |

|                         |                                |
|-------------------------|--------------------------------|
| Educational period      | <b>nuo 2001.12 iki 2016.12</b> |
| Degree                  | Grade 12 / Matric              |
| Educational institution | Senzile combined               |

#### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | good           | good                | good          |
| Setswana  | fluent         | fluent              | fluent        |
| Afrikaans | basic          | basic               | basic         |
| Sesotho   | good           | good                | good          |
| isiZulu   | basic          | basic               | basic         |

#### Computer knowledge

Micro software

Excel

Typing

#### Recommendations

|                  |               |
|------------------|---------------|
| Contact person   | Florida krain |
| Occupation       | Lecture       |
| Company          | Westcol       |
| Telephone number | 0845805554    |

#### Additional information

|                          |                    |
|--------------------------|--------------------|
| Your hobbies             | Reading<br>Netball |
| Driver licenses          | None               |
| Salary you wish          | 5000 R per month   |
| How much do you earn now | N/S R per month    |