

Otsile Phetlhu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration job , i have passion for working with documents and files, i have tirtiary qualifications in that field. Im good in computer and good in writing, speaking and reading. I am a hardworker, well motivated to do proper job , i have teamworking spirit. I ahve drinvimg license, i and healthy and in good health.

Preferred occupation Administrators

Administrative jobs

Preferred work location Klerksdorp

North West

Contacts and general information about me

Day of birth 1989-03-04 (36 years old)

Gender Male

Residential location Klerksdorp

North West

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period **nuo 2015.12 iki 2017.09**

Company name Kfc, shoprite checkers, chippies, penalbeat

You were working at: Tilers

Occupation Retail, cashier, penal beater
What you did at this job position? Cashier, customer assistance

Education

Educational period **nuo 2012.01 iki 2012.12**

Degree Certificate

Educational institution College

Educational qualification Business management

I could work Administration, office admin

Educational period **nuo 2008.01 iki 2008.12**

Degree Grade 12 / Matric

Educational institution High school

Educational qualification Matric

I could work General work, admin assistance

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Microsoft work, Excel, powerpoint, email, internet, window explorer.

Typing , document manipulator, excel operator , numbers and maths doing. Sending emails, creating files and foulders. Importing and exporting documents or a file. File explorer operating. Using Internet to make research

Conferences, seminars

Healthy product presentation, education seminars. Career guider.

Recommendations

Contact person Mr Thuso
Occupation Manager

Company Panaroties rastuarant

Telephone number 0787256437

Additional information

Your hobbies Soccer, reading, singing, acting

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2010-06-00 (15 years)
Salary you wish 8000 R per month

How much do you earn now Non R per month