



Karabo Motloun

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an office administrator job as I am computer literate. I can type fast and can use all the Microsoft office software applications really well. I am a hardworking young lady who strives for the betterment of the company and the people around me.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	2002-01-09 (24 years old)
Gender	Male
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2021.05 iki dabar
Company name	Nigel Youth Development Foundation
You were working at:	Administrators
Occupation	Office administrator
What you did at this job position?	Filing ,data capturing and creating spreadsheets

Education

Educational period	nuo 2021.02 iki 2021.09
Educational institution	Nigel Youth Development Foundation
Educational qualification	Certificate in End-user computing NQF level3

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

isiZulu	fluent	fluent	fluent
Sesotho	basic	very good	basic

Computer knowledge

Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Access, Email and Internet

Conferences, seminars

I attended a short course and obtained a certificate in Financial independence at Boston

Additional information

Your hobbies	I love reading novels, writing inspirational quotes and paragraphs. I love cooking Singing and dancing
Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	1000 R per month