



# 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 (23 years old)
Gender	Male
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.05 iki dabar</b>
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	<b>nuo 2021.02 iki 2021.09</b>
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