



Karabo Motloung

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.*
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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