



# Kgaogelo Agnes Mathekga

Curriculum Vitae (CV)

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

I am confident that I have knowledge and skills to professionally fulfil the position as required by the organization. I am eager to enhance and refine my personal development within the organization and take on the challenges that lie ahead.

I will endeavor to effectively perform all my tasks required by the organization and maintain the standard as defined by the organization. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty.

It is my aim to make and be part of a successful team that is directly involved in making the organization a success I believe that I have a role to play in making things a success.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1998-06-09 (27 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.01 iki 2019.11</b>
Company name	VISIONARY SKILSS ACADEMY
You were working at:	Administrators
What you did at this job position?	ADMIN ASSISTANT

Working period **nuo 2020.06 iki 2021.12**  
 Company name CAMBLISH TRAINING INSTITUTE  
 You were working at: Administrators  
 What you did at this job position? QUALITY & SCHEDULING OFFICER

### Education

Educational period **nuo 2018.01 iki 2019.11**  
 Degree Diploma  
 Educational institution TSHWANE NORTH TVET COLLEGE  
 Educational qualification MANAGEMENT ASSISTANT N6

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Sepedi	very good	very good	very good
isiZulu	good	good	good

### Computer knowledge

MICRO-SOFT OFFICE  
 -EXCEL  
 -POWER POINT  
 -WORD  
 -ADOBE

### Conferences, seminars

YES4YOUTH PROGRAM

FROM JUNE 2020 TO MAY 2021

OBTAINED CERTIFICATE OF EXCELLENCY

### Recommendations

Contact person SIMBARASHE BHAMI  
 Occupation MANAGER  
 Company CAMBLISH TRAINING INSTITUTE  
 Telephone number 081 587 5789  
 Email address simbatony@camblish.co.za

Contact person	TONDERAI NYANDORO
Occupation	MANAGER
Company	VISIONARY SKILLS ACADEMY
Telephone number	079 249 1774
Email address	tonyandoro@gmail.com

#### Additional information

Your hobbies	-COOKING -READING -CHARITY EVENTS -CHURCH GOER -TRAVELING
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	10000 R per month