



Kedibone Ruthe Masetlha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker, adapt easily to different environments and flexible. I can initiate and also follow. I can carry instruction as well as work independently. I am also a team player and can handle workplace pressure as well as work on shifts. I am an adventurous person as well as disciplined in what I do. I am a problem solver not a conflict creator. People's person.

Preferred occupation

Car drivers
Driver jobs

Assembler
Construction jobs

Data capturers
Administrative jobs

Part time jobs
Part time, weekend jobs

Secretaries
Administrative jobs

Call Centre agent
Administrative jobs

Administrators
Administrative jobs

Assistant artisan
Engineering jobs

Preferred work location

Brits
North West

Contacts and general information about me

Day of birth

1981-07-10 (42 years old)

Gender

Female

Residential location

Brits
North West

Telephone number

Information is available only for registered users.
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Email address

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Work experience

Working period **nuo 2011.03 iki dabar**
 Company name South African Police Service
 Occupation Admin clerk
 What you did at this job position? Data capturing, compiling and capturing returns, minutes capturing and typing, filing and HRM duties

Working period **nuo 2009.06 iki 2009.08**
 Company name Harness company
 You were working at: Assembler
 Occupation Assistant assembler
 What you did at this job position? Build a harness

Working period **nuo 2006.08 iki 2008.05**
 Company name Discovery Health
 You were working at: Executive marketing representative
 Occupation Medical claims assessor
 What you did at this job position? Capture medical aid claims

Working period **nuo 2005.07 iki 2005.08**
 Company name Shoprite
 You were working at: Shop assistants
 Occupation Shop assistance
 What you did at this job position? Back pack groceries and pack for customers

Education

Educational period **nuo 2009.08 iki 2009.08**
 Degree Certificate
 Educational institution Cornerstone
 Educational qualification Call center
 I could work Call center agent

Educational period **nuo 2006.08 iki 2007.07**
 Degree Certificate
 Educational institution Discovery institute
 Educational qualification Claims assessing
 I could work Medical claims assessor

Educational period **nuo 2005.10 iki 2005.10**
Degree Certificate
Educational institution Damelin
Educational qualification Computer skills
I could work Office administration

Educational period **nuo 2000.01 iki 2001.12**
Degree Certificate
Educational institution Atteridgeville college
Educational qualification N3 Electrical engineering
I could work Artisan

Educational period **nuo 1998.01 iki 1998.12**
Degree Grade 12 / Matric
Educational institution Kwena ya Madiba High school
Educational qualification Grade 12/matric

Languages

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

Computer knowledge

Office power point
Office Words
Office Excel

Recommendations

Contact person Elvis Sekobelo
Occupation Luitenant Colonel
Company SAPS
Telephone number 0825658980
Email address Kesekokbelo@saps.gov.za

Contact person	S Tshabalala
Occupation	Advocate
Company	AFM church of South Africa
Telephone number	0825789789
Email address	Tshabalalams@gmail.com

Additional information

Your hobbies	Camping Traveling
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-02-00 (10 years)
Salary you wish	30000 R per month
How much do you earn now	19000 R per month