



Ntswaki Kele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an Administration work, that's where my skills are based. I am also an interesting hard working person and I enjoy my office work and also working with people, am a fast learner also dedicated on my work. I work well under pressure because it pushes me to do my work and it motives me.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1999-08-08 (26 years old)
Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.10 iki 2022.03
Company name	Boitshegetse Trading and projects
You were working at:	Electricians
Occupation	Administration Clerk
What you did at this job position?	Administration

Education

Educational period	nuo 2018.07 iki 2019.12
Degree	Certificate
Educational institution	Sedibeng Tvet College
Educational qualification	Management Assistant
I could work	Anything related to administration

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sesotho	very good	very good	very good

Computer knowledge

Ms Word, Excel and Access

Recommendations

Contact person	Paseka Motaunh
Occupation	Mentor
Company	Emfuleni Local Municipality
Telephone number	0767061151

Additional information

Driver licenses	None
Salary you wish	R10000 R per month
How much do you earn now	R5000 R per month