



Sophy Katane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an enthusiastic, self-motivated, reliable, responsible and hard working person.

I am a mature team worker and adaptable to all challenging situations.

I am always open yo new challenges.

I am seeking employment where I can grow with the company.

Preferred work location	Welkom Free State
	Bloemfontein Free State
	Sasolburg Free State

Contacts and general information about me

Day of birth	1996-03-31 (29 years old)
Gender	Female
Residential location	Welkom Free State
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 2018.09 iki 2021.06
Company name	Kheleng Secondary School
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	Screening phone calls, Arranging files, Printing, Answering and forwarding phone calls, Typing

Working period	nuo 2021.05 iki 2022.01
Company name	Kheleng Secondary School
You were working at:	Generals
Occupation	Screeener
What you did at this job position?	Screening learners, cleaning the classrooms, making sure that the learners a sanitized

Education

Educational period	nuo 2015.06 iki 2016.11
Degree	Certificate
Educational institution	Flavius Mareka Tvet College
Educational qualification	Management Assistant
I could work	Yes

Educational period	iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Harmony High School
Educational qualification	Matric

Languages

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

Computer knowledge

Windows, Microsoft Office, PowerPoint, Excel, Word

Recommendations

Contact person	Mr Mosia
Occupation	Principal
Company	Kheleng Secondary School
Telephone number	0570501114

Additional information

Salary you wish	5000 R per month
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