



# Kutlwano Tlhalefo Mosielele

Curriculum Vitae (CV)

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

I am looking for a job that's basically based being on a front desk be it a clerk, receptionist, personal assistant

Where I will be able to do

Filing, booking appointments, meeting scheduling, answering of calls and preparing boardrooms

My personal skills are

Friendly

Practical and hands on

Loyal

Meticulous

Great communication skills both verbal and non-verbal

I am proficient to use all office equipment and have an understanding to MS word

Preferred occupation      Receptionist  
Administrative jobs

Generals  
General jobs

Preferred work location      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth      1996-08-20 (29 years old)

Gender      Female

Residential location      Vryburg  
North West

Telephone number      *Information is available only for registered users.*  
[Sign in](#)

Email address      *Information is available only for registered users.*  
[Sign in](#)

## Languages

Language	Speaking level	Understanding level	Writing level
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English

very good

very good

very good

#### Additional information

Salary you wish

12 000 R per month

How much do you earn now

None R per month