

Ramadimetja Lina Chokoe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any admin job these can be administrator, receptionist and others.

My positive points include that I am someone that is goal driven and always looking for positive outcomes.

I am a dynamic and results-driven Graduate who offers skills and knowledge in sustainable development, waste management, GIS and Remote sensing as well as elements of environmental management. Possess extensive knowledge in supporting and assisting in environmental investigations/or audits to ensure that environmental requirements are adhered to. Thrives in a demanding, fast paced environment and aims to contribute to successful operations of an organization by streamlining processes to increase productivity. Aim to add value and thrives for accuracy when performing duties. Ability to communicate effectively and create solutions, possess a willing to learn mind-set and open to mentorship that will help me grow on a personal and professional level.

Preferred occupation Receptionist
 Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1998-02-11 (27 years old)

Residential location Pretoria / Tshwane
Gauteng

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

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

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2022.01 iki 2022.03 |
| Company name | Statistics South Africa |
| You were working at: | Data capturers |
| Occupation | Administrator |
| What you did at this job position? | <ul style="list-style-type: none"> • Going door to door to collect information from households. • Conduct research in assigned areas after reviewing field site and establishing an effective route for travel. • Conduct interviews with residents in the neighborhood and assist them with completing a census questionnaire accurately. |
| Working period | nuo 2022.10 iki 2022.12 |
| Company name | Statistics South Africa |
| You were working at: | Supervisor |
| Occupation | Matching Monitor |
| What you did at this job position? | <ul style="list-style-type: none"> • Documenting and reporting product or service quality levels done by the supervisor. - • Communicating with other team members to solve problems. • Following up with the appropriate channels when mistakes are found. |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2018.01 iki 2019.09 |
| Degree | Certificate |
| Educational institution | Unisa |
| Educational qualification | Higher certificate in life and environmental sciences |
| I could work | Admin |
| Educational period | nuo 2019.02 iki 2019.05 |
| Degree | Certificate |
| Educational institution | Harambee youth employment accelerator |
| Educational qualification | Microsoft certidicatea |
| I could work | Excel and microsoft |
| Educational period | nuo 2016.01 iki 2017.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Matanta Secondary Scjool |
| Educational qualification | Grade 12 |
| I could work | General works |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |
| Sepedi | fluent | fluent | fluent |

Sesotho

fluent

fluent

fluent

Computer knowledge

Excellent computer knowledge, as I have studies microsoft as a whole under Harambee Youth Employment Accelerator.

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2020-01-00 (6 years)

Salary you wish 6000 R per month

How much do you earn now 4000 R per month