



Koketso Swate

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an Office Administrative Work because i know alot about Office Work...
And the Computer Microsoft Word, Excel and PowerPoint.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane 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 2019.02 iki 2019.03
Company name	Mercy Medical Center
You were working at:	Filing clerk
Occupation	Filing Clerk
What you did at this job position?	Opening Fils for Patients
Working period	nuo 2020.02 iki 2020.09
Company name	Beehive
You were working at:	Waiters, waitresses
Occupation	Waitress And Working On A Till
What you did at this job position?	Serving Customers and Working On A Till

Working period **nuo 2021.05 iki 2021.08**
 Company name Mabopane Shisanyama
 You were working at: Waiters, waitresses
 Occupation Waitress
 What you did at this job position? Serving Customers

Working period **nuo 2022.01 iki 2022.12**
 Company name City Of Tshwane Municipality
 You were working at: Government jobs
 Occupation EPWP
 What you did at this job position? Cleaning Streets

Education

Educational period **nuo 2013.01 iki 2013.12**
 Degree Grade 10
 Educational institution DR AT Moreosele Secondary School
 Educational qualification Grade 10
 I could work Yes

Educational period **nuo 2016.01 iki 2020.12**
 Degree Certificate
 Educational institution Tshwane North College
 Educational qualification Tourism Management Level 2
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	basic
Setswana	fluent	fluent	good

Computer knowledge

Word
 Excel
 PowerPoint

Recommendations

Contact person	0828834542
Occupation	Filling Clerk
Company	Mercy Medical Center
Telephone number	0127020310
Contact person	0792801118
Occupation	Waitress
Company	Beehive
Contact person	+27 61 485 8038
Occupation	EPWP
Company	City Of Tshwane Municipality

Additional information

Your hobbies	Baking Dancing Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-03-00 (6 years)
Salary you wish	8000 R per month
How much do you earn now	2100 R per month