



Keaobaka Eva Khasi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have experience in being an office assistant doing administrative duties so i am looking for a job in administration

Preferred occupation	Administrators
	Administrative jobs
	Part time jobs
Preferred work location	Part time, weekend jobs
	Secretaries
	Administrative jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

Contacts and general information about me

Day of birth	1999-07-11 (26 years old)
Gender	Female
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 2021.02 iki 2023.07
Company name	Tacet Transport
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	1.Answer calls 2.carry out administrative duties such as filing, typing,emailing 3.Manage inventory supplies by counting stock 3.Take minutes 4.Monitor invoices

Education

Educational period	nuo 2015.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Baitshoki High School
Educational period	nuo 2019.11 iki 2021.02
Degree	Some Schooling
Educational institution	Tacet Transport
Educational qualification	NQF Level 3 in Road Transport
I could work	Office admin in logistics

Languages

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

Additional information

Salary you wish	10000 R per month
How much do you earn now	8000 R per month