



# Mpho Kgwebane

Curriculum Vitae (CV)

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

I am currently looking for a job as an admin I am a hardworking lady who is eager to new opportunities and can definitely work under pressure also a team worker and leader.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

Rustenburg  
North West

## Contacts and general information about me

Day of birth                                      1987-12-05 (36 years old)

Gender    Female

Residential location                              Gauteng

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

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2016.01 iki 2017.01**

Company name                                      Helen Joseph hospital

You were working at:                              Learnership

Occupation    Receptionist

What you did at this job position?      Filling and admin

Working period                                      **nuo 2020.08 iki 2023.06**

Company name                                      Westrand care givers

You were working at:                              Nurses

Occupation    Ancillary nursing

What you did at this job position?      Care giver

## Education

Educational period **nuo 2006.01 iki 2006.12**  
 Degree Grade 12 / Matric  
 Educational institution Rw.fick sss  
 Educational qualification Matric

Educational period **nuo 2016.01 iki 2017.01**  
 Degree Certificate  
 Educational institution Bophelo tota driving Academy  
 Educational qualification NQF level 3 Information technology  
 I could work Yes

Educational period **nuo 2018.03 iki 2018.06**  
 Degree Certificate  
 Educational institution Karabo driving Academy  
 Educational qualification Call centre certificate  
 I could work Yes

#### Languages

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

#### Computer knowledge

Power point  
 Excel

#### Recommendations

Contact person Elsie de beer  
 Occupation Supervisor  
 Company West rand care givers  
 Telephone number 0721183964

#### Additional information

Driver license from 2023-05-00 (1 years)  
 Salary you wish 8000 R per month  
 How much do you earn now 7000 R per month