



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 (38 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 (2 years)
 Salary you wish 8000 R per month
 How much do you earn now 7000 R per month