



# Koketso Monyatsi

Curriculum Vitae (CV)

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

I have working experience in reception/administration and housekeeping.

My positive points would be I am self driven and I work well with people. I have always been in a client based environment, so I am confident to obtain any occupation where there are people

Preferred occupation                      Receptionist  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      2001-07-06 (24 years old)

Gender    Female

Residential location                              Johannesburg  
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 2020.09 iki 2023.04**

Company name                                      MTO Grouped

You were working at:                              Receptionist

Occupation    Office Administrator

What you did at this job position?              I juggled two positions. I was an office administrator, but since we didn't have someone to make sure the office is well maintained. I took the housekeeping position as well, I had to juggle the two at the same time

## Education

Educational period	<b>nuo 2019.01 iki 2019.12</b>
Degree	Grade 12 / Matric
Educational institution	Germiston High School
Educational qualification	Matric

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	very good	very good
isiZulu	fluent	fluent	good
Setswana	fluent	fluent	basic

**Computer knowledge**

Very well knowledged with using technology, as my previous job required me to always be on my desktop

I was expected to send out emails, request quotes and sending management detailed feedback on a weekly basis. So that increased my knowledge on the computer

**Recommendations**

Contact person	Lindiwe Tapi
Occupation	Office Manager
Company	MTO Grouped
Telephone number	0113540149
Email address	Admin@mtogrouped.co.za

**Additional information**

Driver licenses	None
Salary you wish	8000-12000 R per month
How much do you earn now	Non R per month