



Beauty Kgopane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm choosing Office administration job because I have relevant experience and skills that will add more value to your team, I'm coachable and confident and I will excel in this role.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 2000-03-03 (25 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](#)

Education

Educational period **from 2022.01 to 2023.12**

Degree Certificate

Educational institution Tshwane South TVET college

Educational qualification Level 2 office administration

I could work Yes

Languages

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

Computer knowledge

Life skills and computer literacy

Office data processing

Conferences, seminars

None

Additional information

Your hobbies	Writing, reading
Driver licenses	None
Salary you wish	30000 R per month
How much do you earn now	350 R per month