



Carol Medupe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that I can be my best self in I am currently an Administrator and on a daily basis I work with interacting with the community which is what makes me happy. I enjoy working with people in all levels which is one of my strongest points, getting to learn and speak different languages on a day to day basis

Katerena Carol Medupe an energetic lady who enjoys a challenge and in pursuit of person goals, I have a Business Administration qualification and would greatly accept the opportunity to offer my services within a company I'll call my family, As an assertive and confident young woman I believe I should be considered for employment as I can be off immense value in contributing towards providing quality, effective and efficient services through the company

Preferred occupation	Government jobs
	Government jobs
	Administrators
	Administrative jobs
	Office manager
	Other jobs
Preferred work location	Thabazimbi
	Limpopo
	Mogwase
	North West
	Rustenburg
	North West

Contacts and general information about me

Day of birth	1990-05-18 (35 years old)
Gender	Female
Residential location	Thabazimbi
	Limpopo
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 2020.04 iki 2023.12
Company name	Parliamentary constituency office
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Help the community with any complaints they have, filling, typing, accounting of funds, writing reports on a weekly and monthly basis

Education

Educational period	nuo 2020.01 iki 2012.12
Degree	Degree
Educational institution	CTI (Heriot watt university)
Educational qualification	Bachelor's degree in business
I could work	I could work as an Administrator, fiance Administrator, Project Administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
Afrikaans	good	good	basic
isiZulu	good	good	basic

Computer knowledge

Microsoft package

Office

Word

Excel

PowerPoint

Additional information

Your hobbies	I love exercising and reading John Maxwell's books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-03-00 (12 years)
Salary you wish	R30 000 + R per month
How much do you earn now	R24 000 R per month