



Puseletso Dolly Kgathane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administrative Jobs, I am a confident and hardworking individual who is a fast learner who handles every task thrown at her with her utmost best and does not pretend to know everything and I own up to my mistakes I am honest and transparent.

Preferred occupation

Generals

General jobs

Data capturers

Administrative jobs

Receptionists

Hotel jobs

Housekeeper

Hotel jobs

Preferred work location

Johannesburg

Gauteng

Kimberley

Northern Cape

Bloemfontein

Free State

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth

1986-04-12 (38 years old)

Gender

Female

Residential location

Kimberley

Northern Cape

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 2018.01 iki 2018.12**
 Company name Moleng Technologies
 You were working at: Administrators
 Occupation Data Capturing and general Administration work
 What you did at this job position? Capturing data

Working period **nuo 2015.12 iki 2017.12**
 Company name Ratanang Cafe
 Occupation Cashier and General Worker
 What you did at this job position? I was the cashier and General Worker

Working period **iki 2015.11**
 Company name McDonald's
 You were working at: Cashiers
 Occupation General Worker
 What you did at this job position? Cashier and cleaner

Education

Educational period **nuo 2019.01 iki 2020.09**
 Degree Certificate
 Educational institution Northern Cape TVET College and Jeppe College of Commerce and Computer studies
 Educational qualification N6 Certificate in Human Resources Management
 I could work Any Job in General Work and Administrative Work

Languages

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

Computer knowledge

I have knowledge of Microsoft word and excel

Recommendations

Contact person Mr Elijah Ledwaba
 Occupation General Manager
 Company Moleng Technologies
 Telephone number 0814079626/0120300140
 Email address elijah.mohaleamalla@gmail.com

Contact person	Ms Portia Assegai
Occupation	Floor Manager
Company	McDonald's
Telephone number	0783208400/0538811544

Additional information

Driver licenses	None
Salary you wish	5000 R per month