



Limakatso Jack

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have just graduated from Maluti TVET College . And though I have my aspirations, and would love to have a managerial role one day, I understand that I have to start from the bottom, and learn the ins and outs of the work in a functioning office or team. With everything I learned at College and with the part time jobs I had, I feel ready to do a great job as an administrative assistant, and hope to get a chance to prove my skills in your company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bethlehem Free State

Contacts and general information about me

Day of birth	1991-11-16 (34 years old)
Gender	Female
Residential location	Bethlehem Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.01 iki 2023.10
Company name	LK Ntlabathi Secondary School
You were working at:	Part time jobs
Occupation	E-cadre
What you did at this job position?	Administration

Education

Educational period	nuo 2018.01 iki 2022.11
Degree	Grade 12 / Matric
Educational institution	Office Administration
Educational qualification	Office Administration
I could work	Office Administrator

Languages

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

Computer knowledge

Office Data Processing

Recommendations

Contact person	Mr Mokoena
Occupation	Admistrator
Company	LK Ntlabathi Secondary School
Telephone number	0781747960

Additional information

Your hobbies	Cooking, reading and hiking
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	1700 R per month