



Tshegofatso Seleka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good morning hiring manager

Am tshegofatso Seleka and the job that am looking for is typist data entry.

Am really certain and confident about this wonderful opportunity, I really can't wait to start working

| | |
|-------------------------|--|
| Preferred occupation | Jobs for students Student jobs |
| Preferred work location | Zeerust North West Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1991-10-14 (34 years old) |
| Gender | Female |
| Residential location | Zeerust North West |
| 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 2018.11 iki 2023.02 |
| Company name | Hoerskool zeerust |
| You were working at: | Administrators |
| Occupation | Administration |
| What you did at this job position? | Taking calls.. preparing meetings, computer literate |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2016.01 iki 2017.02 |
| Degree | Certificate |
| Educational institution | Technikon College |
| Educational qualification | Senior certificate |
| I could work | Yes |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |

Computer knowledge

Microsoft office
 Microsoft Excel
 Microsoft word
 Microsoft PowerPoint presentation

Conferences, seminars

I do conference seminars ..such as tourism management services and facilitating in skills development

Recommendations

| | |
|------------------|--------------------------------|
| Contact person | Mr rapula titus |
| Occupation | Manager construction |
| Company | Phenyo keyone construction |
| Telephone number | 0822182670 |
| Email address | selekatshegofatso727@gmail.com |

Additional information

| | |
|--------------------------|--|
| Your hobbies | My hobbies are swimming hiking trails and camping as well as golf course |
| Driver licenses | None |
| Salary you wish | 25000 R per month |
| How much do you earn now | 1500 R per month |