



Kegomoditswe Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative job since I was doing final year (Admin Course) at Tshwane University of Technology. I am very assertive, always willing to try new things, energetic and passionate in what I love doing. I can also work under pressure since Admin is my favorite job.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | North West |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 2001-09-23 (24 years old) |
| Gender | Female |
| Residential location | Brits North West |
| 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 2022.04 iki 2022.10 |
| Company name | Citi Q properties |
| You were working at: | Administrators |
| Occupation | Administration |
| What you did at this job position? | Administering, filling |

Education

| | |
|---------------------------|--------------------------------------|
| Degree | Grade 12 / Matric |
| Educational institution | Tshwane University of Technology |
| Educational qualification | Diploma in Administrative Management |
| I could work | Yes, under pressure |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

very good

very good

very good

Computer knowledge

Yes. I did computer literacy. I'm good at Microsoft Word and Excel.

Recommendations

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|----------------|-----------------------------------|
| Contact person | Mr Lesiba Marakalala |
| Occupation | Residence Manager |
| Company | Citi Q properties Ekhaya junction |

Additional information

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|-----------------|-------------------|
| Salary you wish | R9000 R per month |
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