



Boitumelo Phogole

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator

Receptionist

Cleaner

Preferred occupation

Administrators
Administrative jobs

Generals
General jobs

Jobs for students
Student jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth

2001-03-19 (24 years old)

Gender

Female

Residential location

Pretoria / Tshwane
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Work experience

Working period

nuo 2024.07 iki dabar

Company name

Hosia Aphane Combined School

You were working at:

Administrators

Occupation

Admin Clerk

What you did at this job position?

Admit new learner, type documents, work on Sa Sam's, print documents

Education

Educational period **nuo 2021.04 iki 2024.12**
 Degree Diploma
 Educational institution Tshwane university of Technology
 Educational qualification Administrative Information Management
 I could work Office Administrator, personal Assistant, Receptionist

Educational period **nuo 2019.01 iki 2019.11**
 Degree Grade 12 / Matric
 Educational institution Ramatshagalala secondary school
 Educational qualification National Senior Certificate
 I could work Personal Assistant, Receptionist, office administrator

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	very good	very good	very good
Setswana	good	good	basic
isiZulu	good	good	basic
isiNdebele	good	good	basic

Computer knowledge

Microsoft Word , Excel and outlook

Recommendations

Contact person Mr Sekgedi Mokoena
 Occupation Principal
 Company Hosia Aphane Combined School
 Telephone number 0824047838
 Email address mmaswi8@gmail.com

Contact person Ms Lillian Mmotong
 Occupation Admin Clerk
 Company Hosia Aphane Combined School
 Telephone number 072 460 4689
 Email address Immmotong@gmail.com

Contact person Mr Dickey Monyepao
 Occupation Supervisor
 Company Department of Education
 Telephone number 078 546 2136

Additional information

Driver licenses	None
Salary you wish	9000 R per month