



# Katleho Khamali

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Electrical learnerships/artisan/ apprenticeship. And I also have experience in data capture and admin

Preferred occupation

Electrical Engineering internship  
Engineering jobs

Receptionist  
Administrative jobs

Filing clerk  
Administrative jobs

Data capturers  
Administrative jobs

General worker  
General jobs

Housekeeper  
Hotel jobs

Pickers, packers  
Labour jobs

## Contacts and general information about me

|                  |   |
|------------------|---|
| Day of birth     | 1998-04-03 (27 years old)   |
| Gender           | Male  |
| Telephone number | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address    | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2019.10 iki 2019.12</b>   |
| Company name                       | Wits RHI   |
| You were working at:               | Personal assistant   |
| Occupation                         | Pretoria   |
| What you did at this job position? | Consolidating Archiving Data and report to the Chief community Health nurse, General office work, Data Entry, Filing |

**Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2020.08 iki 2022.08</b> |
| Degree                    | Certificate                    |
| Educational institution   | Gauteng city college           |
| Educational qualification | Electrical engineering         |
| I could work              | Yes                            |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |

**Computer knowledge**

I have lots of experience working with computers and I have extensive knowledge of MS programs such as Outlook, Excel, Word and Spreadsheet. I can type data fast and I am familiar with working with graphs.

**Recommendations**

|                  |                          |
|------------------|--------------------------|
| Contact person   | Ms.Seipei Mahlase        |
| Occupation       | Pretoria                 |
| Company          | East Lynne clinic        |
| Telephone number | 0123586699               |
| Email address    | RosinaMah@tshwane.gov.za |

**Additional information**

|                          |                  |
|--------------------------|------------------|
| Salary you wish          | 8500 R per month |
| How much do you earn now | 350 R per month  |