



Kgaufelo Ingrid Ikaneng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dedicated, adaptable, and goal-driven professional with strong skills in customer service, administration, and problem-solving. My background in business studies and economics equips me to handle responsibilities efficiently, whether in retail, hospitality, or administration. I thrive in dynamic environments, work well in teams, and maintain a positive attitude under pressure. With a strong work ethic and commitment to excellence, I am eager to contribute my skills and add value to your organization.

Preferred occupation	Waiters, waitresses Restaurant, bar service jobs
	Receptionists Hotel jobs
	Administrators Administrative jobs
	Shop assistants Retail, store jobs
	Aftercare assistant Teaching jobs
	Government jobs Government jobs
Preferred work location	Generals General jobs
	Kuruman Northern Cape
	Kathu Northern Cape

Contacts and general information about me

Day of birth	2000-08-25 (25 years old)
Gender	Female
Residential location	Kuruman Northern Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users.

Work experience

Working period	nuo 2022.06 iki 2024.08
Company name	Planet Centre Internet Cafe
Occupation	Internet Cafe assistant
What you did at this job position?	Maintenaned a clean and organised workspace, assisted customers with various technical issues
Working period	nuo 2021.10 iki 2022.01
Company name	Ackermans
Occupation	Accounts and Insurance cover assistance
What you did at this job position?	Managed high volume of clients inquiries and offered prompt assistance on accounts and Insurance cover
Working period	nuo 2020.08 iki 2021.03
Company name	Department of Sport Arts and culture
Occupation	Administration & relate clerks and organiser
What you did at this job position?	Field assistant

Education

Educational period	nuo 2014.01 iki 2019.12
Degree	Grade 12 / Matric
Educational institution	KP TOTO TECHNICAL AND COMMERCIAL HIGH SCHOOL
Educational qualification	Matric
Educational period	nuo 2021.02 iki 2024.12
Degree	Certificate
Educational institution	Northern Cape Rural Tvet (Kuruman)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

Microsoft word
Excel
PowerPoint
Onenote
Outlook

Additional information

Your hobbies	Fitness (yoga) Reading Writting Public speaking Cooking
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	3000 R per month