



# Kearabetswe Daile

Curriculum Vitae (CV)

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

Administrative

Cleck

Reception

I am a straight forward graduate looking for a job and willing to learn and bring the most to the company and I'm a patient person seeking for direct on the work of field and seeking a role which allows me to continue learning and perfecting my skills as i provide high quality work, and encourages me to flourish as a management assistant and i am super flexible to work on what ive been based according to the schedule of the work.

Preferred occupation Administrative jobs

Preferred work location Sedibeng  
Gauteng

## Contacts and general information about me

Day of birth 2000-04-25 (25 years old)

Gender Female

Residential location Johannesburg  
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 2022.10 iki 2023.09**

Company name Amphi SA

You were working at: Administrators

Working period **nuo 2023.11 iki 2025.04**

Company name SEDIBENG TVET COLLEGE

You were working at: Receptionist

What you did at this job position? switchboard phone operator

### Education

Educational period	<b>nuo 2020.01 iki 2022.06</b>
Degree	Certificate
Educational institution	SEDIBENG TVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sesotho	fluent	very good	very good

### Computer knowledge

microsoft word, excel , power point

### Additional information

Your hobbies	reading writing running
Driver licenses	None
Salary you wish	0-15k R per month