

Kealeboga Ntloedibe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for cashier jobs, I have N4-N6 certificate in Business Management, my major subject are financial accounting, sales management, entrepreneur Business Management and knowledge in computer Excel, Word, databases and etc. And I have excellent communication skills both written and verbally, I enjoy learning new skills and comfortable working in a fast pace and dynamic environments.

Preferred occupation Cashiers
Retail, store jobs

Contacts and general information about me

Day of birth	1983-06-26 (42 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.01 iki 2013.10
Company name	Department of Justice
You were working at:	Receptionists
Occupation	Admin clerk
What you did at this job position?	Render general daily duty in the office, opening files for new clients, issuing subpoenas and warrants of arrest,placing orders for office supplies, answering phone calls, arranging and organizing files, and running errands for my supervisor

Education

Educational period	nuo 2009.07 iki 2014.12
Degree	Certificate
Educational institution	Orbit Tvet College
Educational qualification	N4-N6 Business Management Certificates

Educational period	nuo 2001.01 iki 2002.12
Degree	Grade 12 / Matric
Educational institution	Mmanape high school
Educational qualification	Agricultural science, Geography and Biology

Languages

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

Computer knowledge

I have strong knowledge in excel, word, database, emails and more since I studied Computer from N4-N6 in my courses.

Recommendations

Contact person	Ms. Jacobeth. Mogorosi
Occupation	Maintenance supervisor
Company	Department of Justice
Telephone number	012 252 7737/0495

Additional information

Your hobbies	Sports: Running
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	R6500-7000 R per month