



Boitumelo Khoele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job. I am good at typing and good communicator. I am a fast thinker and a hard worker. I haven't recognized my weak points.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Female
Residential location	Mabopane North West
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

Education

Educational period	nuo 2015.06 iki 2016.12
Degree	Certificate
Educational institution	Tshwane South College
Educational qualification	N4,N5 and N6 management assistant
I could work	Individual or in group
Educational period	nuo 2014.01 iki 2014.12
Degree	Certificate
Educational institution	St Christopher AET Centre
Educational qualification	Computer skills

Languages

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

Computer knowledge

Excel,PowerPoint,word, database

Additional information

Your hobbies	Singing,reading
Driver licenses	None
Salary you wish	R5000 R per month