Keitumetse Mmekwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an admin job.i am energetic,outgoing and a very hard working lady who's very focussed on achieving my goals.

Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1992-11-26 (33 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* Sign in

Work experience

Working period	**nuo 2013.06 iki 2013.07**
Company name	hotel 224
You were working at:	Waiters, waitresses
Occupation	waitress
What you did at this job position?	clearing tables n serving beverages

Education

Educational period	**nuo 2008.01 iki 2010.12**
Degree	Grade 12 / Matric
Educational institution	madiba a toloane high
Educational qualification	higher certificate/bachelor
I could work	admin and receptionist

Educational period	**nuo 2012.03 iki 2012.05**
Degree	Certificate
Educational institution	creative mind computer school
Educational qualification	computer literate
I could work	admin/receptionist/data capturer

Languages

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

Computer knowledge

Word, excel,ms windows,outlook,powerpoint,access

Recommendations

Contact person	tlhopego
Occupation	lecturer
Company	creative mind computer training
Telephone number	0122524890
Contact person	refiloe mathipa
Occupation	principal
Company	madiba a toloane high
Telephone number	0127291170
Occupation	manager
Company	hotel 224
Telephone number	0124405281

Additional information

Your hobbies	Love listening to music,reading and playing netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-12-00 (9 years)
Salary you wish	6000-8000 R per month
How much do you earn now	none R per month