



Tebogo Beauty Ngwetjana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am am looking for admin,computer and office jobs because I like using comptures.My positive points am good in capturing information to the computer and other thing I like leading and sharing ideas with other people.

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1994-01-17 (31 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.*
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Education

Educational period **nuo 2012.01 iki 2014.11**

Degree Grade 12 / Matric

Educational institution Ramatema secondary school

Educational qualification Higher certificate

I could work at office

Educational period **nuo 2015.01 iki 2015.06**

Degree Diploma

Educational institution New life computer college

Educational qualification En-User Computing Diploma and Office Admin

I could work at office

Languages

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

Computer knowledge

microsoft:Word, Excel, Access, PowerPoint& publisher

Using the following softwares:

Microsoft Office 97, 2003, 2007, 2010 & 2013

including

Typing skills, Internet & Email

Also able to operate a computer using the following operating systems

Windows: 98, 2000, XP, Vista & Windows 7, 8, 8.1

Recommendations

Contact person	Manthata M
Occupation	Principal
Company	Ramatema Secondary School
Telephone number	0727760897
Contact person	Manganye F.C
Occupation	Director
Company	New Life Computer College
Telephone number	0714035676/0763427736

Additional information

Your hobbies	I like listening to gospel music,reading and using computer.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-00-00 (11 years)
Salary you wish	R6000 R per month
How much do you earn now	R2400 R per month