



Khensani Khosa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any kind of a job It might be a

general worker

Cleaner

Receptionist

Tea lady

Admin

Secretary

Personal Assistant

Assistant in the office

Office services

I have experience on this kind of jobs

I am a

Fast learner

Problem solver

Hard worker

Time management

Hates conflict

Works under pressure

Works as a team

Willing to learn more

Loves working with computers

Peoples person

Preferred occupation

Receptionists

Hotel jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Personal assistant

	Administrative jobs
	Shop assistants Retail, store jobs
	Cleaners Labour jobs
	Pickers, packers Labour jobs
	Day care mother Nanny, babysitter, child care jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1993-06-27 (32 years old)
Gender	Female
Residential location	Midrand 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 2017.09 iki 2018.06
Company name	Zitha Attorney
You were working at:	Receptionist
Occupation	Assistant
What you did at this job position?	Assisting clients
Working period	nuo 2017.01 iki 2017.12
Company name	Proced
You were working at:	Jobs abroad
Occupation	Volunteer educator
What you did at this job position?	Assisting children
Working period	nuo 2017.01 iki 2018.12
Company name	Mangwana spa
You were working at:	Chambermaid
Occupation	Massage therapist
What you did at this job position?	Massage clients

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Grade 11
Educational institution	Letaba Tvet
Educational qualification	NQF Level 4 financial management

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
Sepedi	fluent	fluent	very good
SiSwati	fluent	very good	good
English	fluent	fluent	fluent

Computer knowledge

Ms word
 Ms excel
 Ms PowerPoint
 Ms Access
 Ms publisher
 Pastel

Recommendations

Contact person	Mitchell shipalana
Occupation	Massage therapist
Company	Mangwana HR
Telephone number	+27 81 561 1299
Contact person	Samuel Ntsanwisi
Occupation	Administrator
Company	Proceed
Telephone number	079 194 8023
Email address	Samstar@gmail.com

Additional information

Your hobbies	Assisting people Play a lot with children Motivate young kids Respect Swimming Reading sometimes
Driver licenses	None

Salary you wish

6000 R per month