



Kgabo Somo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am 27 years old lady, I have experience in office administration(2 years) and cashier (2 years). I have a degree in Public administration from university of Limpopo and Honors in Human resources from MANCOSA. I am hard working, reliable, have a good communication skills, technical skills and I also believe in working independently and as a team to improve productivity of the company

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Cleaners

Labour jobs

HR intern

Management, human resources jobs

Generals

General jobs

Cashiers

Retail, store jobs

Preferred work location

Johannesburg

Gauteng

Polokwane / Pietersburg

Limpopo

Contacts and general information about me

Day of birth

1992-11-07 (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 2016.01 iki 2017.06**
 Company name Department of Military Veterans
 You were working at: Operations Clerk
 Occupation Office administration
 What you did at this job position? I was doing data capturing, offering students approval letters for their bursary, telephone and face to face enquiries, reports to my supervisor, prepare claiming documents, filling, writing minutes

Working period **nuo 2017.08 iki 2018.02**
 Company name Levingston group
 You were working at: Administrators
 Occupation Admin clerk
 What you did at this job position? Filling, preparing claims for bursary holders, enquiries, data capturing, report, presentation and minutes

Working period **nuo 2018.03 iki 2019.11**
 Company name Conpubooks
 You were working at: Salesperson
 Occupation Cashier
 What you did at this job position? Selling to the customer, operating till, cash up

Education

Educational period **nuo 2012.02 iki 2014.11**
 Degree Degree
 Educational institution University of Limpopo
 Educational qualification B administration
 I could work Office administration, receptionist, secretary and data capturing, research, human resources

Educational period **nuo 2016.06 iki 2017.11**
 Degree Honours
 Educational institution MANCOSA
 Educational qualification Honors in Human resources management
 I could work Human resources personal, officer

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Sepedi | fluent | fluent | fluent |
| isiZulu | good | good | basic |
| Setswana | fluent | fluent | fluent |

Computer knowledge

Word
 Excell
 Pdf
 PowerPoint
 Internet
 Email
 Outlook

Recommendations

| | |
|------------------|---------------------------------|
| Contact person | Mapokgolefrans |
| Occupation | Supervisor |
| Company | Department of Military Veterans |
| Telephone number | 0723731191 |
| Email address | Mapokgolefrans@gmail.com |

Additional information

| | |
|--------------------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2019-07-00 (6 years) |
| Salary you wish | 6000 R per month |
| How much do you earn now | 6000 R per month |