



Catherine Kgatla

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk job or Personal Assistant. I completed NQF level 4 [equivalent to Grade 12] as Business Administration Services.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Lephalale / Ellisras Limpopo

Contacts and general information about me

Day of birth	1988-01-15 (36 years old)
Gender	Female
Residential location	Lephalale / Ellisras Limpopo
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 2017.01 iki 2017.11
Company name	Murray &Roberts construction
Occupation	Clerk
What you did at this job position?	Tally clerk

Education

Educational period	nuo 2013.01 iki 2014.04
Degree	Certificate
Educational institution	Benoni MSc business Administration service
Educational qualification	NQF Level 4
I could work	Admin clerk

Languages

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

Computer knowledge

Microsoft office 2010

Conferences, seminars

Computer literacy

Professional Receptionist & PA

Health & Safety Rep/ officer

Recommendations

Contact person	Robert Modibana
Occupation	Forman
Company	Murray & Robert construction
Telephone number	0834246755

Additional information

Your hobbies	Reading book Watching tv
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-11-00 (10 years)
Salary you wish	R6000 R per month