



# David Tloana

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Admin clerk as I have 3 years of Working experience of being a clerk and I am positively sure that I will put and afford to my job and i am good at what I do.

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Mokopane / Potgietersrus Limpopo

## Contacts and general information about me

Gender	Male
Residential location	Mokopane / Potgietersrus Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.09 iki 2021.04</b>
Company name	Matsibe High School
You were working at:	Operations Clerk
Occupation	Assistant clerk
What you did at this job position?	Typing , filling , receiving and sending emails also sorting some payments.

## Education

Educational period	<b>nuo 2008.12 iki 2011.12</b>
Degree	Grade 11
Educational institution	Matsibe High school
Educational qualification	Grade 11
I could work	Immediately

## Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

English	very good	very good	very good
Sepedi	fluent	fluent	fluent
isiZulu	very good	very good	good

### Computer knowledge

Microsoft word,excell ,power point.

### Conferences, seminars

I attended IT classes for 6 months and I couldnt finish.

### Recommendations

Contact person	Mr Nkuna Lawrence
Occupation	Principal
Company	Matsibe High School
Telephone number	0715948315
Email address	tinyiko45@gmail.com

### Additional information

Your hobbies	Fixing cars and reading
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	R0.00 R per month