

David Tloana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk as I have 3 years of Woking 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 Information is available only for registered users.

<u>Sign in</u>

Sign in

Work experience

Working period nuo 2019.09 iki 2021.04

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 **nuo 2008.12 iki 2011.12**

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 coundint 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