



Tshepo Kutumela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administration posts(admin clerk;filing clerk;administration clerk.I possess a national diploma in sports administration and marketing.I enjoy working as an individual but can also function as part of a team.I relate well with others;I am computer literate;I am punctual and enjoy meeting deadlines.

Contacts and general information about me

Day of birth	1981-09-07 (43 years old)
Gender	Male
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 2010.05 iki 2012.04
Company name	RB Gwebu Attorneys and Legal Costs Consultants
You were working at:	Lawyers
Occupation	Assistant to Legal Cost Consultant
What you did at this job position?	Apply for trial dates;draft bill of costs;serve documents;typing correspondences;do reception duties;banking;photocopying,faxing and emailing documents.

Education

Educational period	nuo 1998.02 iki 2009.12
Degree	Diploma
Educational institution	Vaal Triangle Technikon (Vaal University of Technology)
Educational qualification	National Diploma Sports Administration and Marketing
I could work	as an administrator

Languages

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

Computer knowledge

Word;Excel;Internet

Recommendations

Contact person	Mr TS Senong
Occupation	Teacher
Company	Lebowakgomo Commercial College
Telephone number	015 633 6770

Additional information

Your hobbies	Playing pool Watching soccer Watching softball Listening to music
Driver license from	2015-01-00 (9 years)
Salary you wish	9000 R per month