



Mathapelo Nicoline Dikgwatlhe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I want retail job or administration job. I am a hard worker who is willing to learn more. I am disciplined, energetic and a great communicator. I have National N diploma in management assistant. I am good with computer.

Preferred occupation Administrative jobs

Contacts and general information about me

Day of birth 1992-02-01 (32 years old)
Gender Female
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 2017.08 iki 2019.02**
Company name Vuselela TVET College
You were working at: Receptionist
Occupation Administrative Assistant
What you did at this job position? Welcoming visitors, answering incoming and outgoing calls, Capturing student data, Typing minutes, Scheduling management meeting, Operating photocopy machine, Filling

Education

Educational period **nuo 2014.01 iki 2017.06**
Degree Diploma
Educational institution Vuselela TVET College
Educational qualification National N diploma in management assistant
I could work Retail and admin assistant

Languages

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

Computer knowledge

Microsoft Word, Microsoft Excel

Additional information

Salary you wish 4000 R per month

How much do you earn now 1500 R per month