



# Hilda Nuki Tlhodi

Curriculum Vitae (CV)

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

Administrative and general worker

I can manage budgets, logistics and meetings

- Handle scheduling, keep records and reports
- Resolve conflicts and other issues
- Keep financial records and handle petty cash

Preferred work location                      Sedibeng  
Gauteng

## Contacts and general information about me

Day of birth    1985-12-13 (39 years old)

Gender    Female

Residential location                                      Sedibeng  
Gauteng

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 2013.09 iki 2014.10**

Company name    Mqiniswa Primary School

You were working at:                                      Administrators

Occupation    Admin Assistant

What you did at this job position?                      Keeping financial records, handling of petty cash, handle scheduling, record keeping, reporting, Develop and run educational programs

Working period **nuo 2014.11 iki 2016.06**  
 Company name Bafokeng Primary School  
 You were working at: Administrators  
 Occupation Admin Assistant  
 What you did at this job position? Keeping financial records, handling of petty cash, Develop and run educational programs, handle scheduling, records keeping and reporting

**Education**

Educational period **nuo 2018.02 iki 2018.12**  
 Degree Certificate  
 Educational institution Jengrac TVET College  
 Educational qualification Mechanical Engineering N3  
 I could work Engineer

Educational period **nuo 2013.02 iki 2014.04**  
 Degree Certificate  
 Educational institution Xtensive ICT Academy  
 Educational qualification Information Technology End User Computing NQF Level 3  
 I could work Adminstrator, Data capturer, Secretary

Educational period **nuo 2004.01 iki 2004.11**  
 Degree Certificate  
 Educational institution Sedibeng TVET College  
 Educational qualification Management Assistant N2  
 I could work Data capturer, Secretary, Administrator

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	basic	do not know

**Computer knowledge**

I am very good in Microsoft Office, Excel, Acess and PowerPoint

**Recommendations**

Contact person Mr Ramahali  
 Occupation Principal  
 Company Bafokeng Primary School  
 Telephone number 0760856937

Contact person	Mr Malepeng
Occupation	Principal
Company	Mqiniswa Primary School
Telephone number	0825560334

#### **Additional information**

Your hobbies	I love music nd reading of books and also like plating tennis
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	00 R per month