



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 (38 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.*
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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