



Katlego Makgwale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk I am hardworker nd self discipline. I am the best candidates bcz I know the mission and vision of the institution and swot analysis.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1984-08-11 (40 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
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 2018.04 iki 2021.03
Company name	Dept of education
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Data capturing; filling; photocopying; manage diary; arrange meeting; Maintain incoming and outgoing correspondence: leave form nd PMDS; capturing attandance register etcttandace

Education

Educational period	nuo 2006.09 iki 2017.11
Degree	Diploma
Educational institution	Sekhukhune FET college
Educational qualification	HRM management
I could work	As admin clerk or personnel officer

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	good	good	good

Computer knowledge

Computer literacy. Typing speed 45wpm word excel PowerPoint and access

Conferences, seminars

Arrange venue transport and catering. Taking the minutes during the meeting. Circulate the roll call

Recommendations

Contact person	Mr motala
Occupation	Principal
Company	Dept of education sepheu moleke secondary
Telephone number	0823557371
Email address	Motala@gmail.com

Additional information

Your hobbies	Sports athletics
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-04-00 (14 years)
Salary you wish	8500 R per month
How much do you earn now	3500 R per month