



# Charles Makopolla

Curriculum Vitae (CV)

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

I am looking for Administrative assistant jobs and team leader positions. My high points is that i can work well under pressure

Preferred occupation

**Administrators**

Administrative jobs

**Manager**

Retail, store jobs

**Store Manager**

Retail, store jobs

**Operations Clerk**

Administrative jobs

**Team leader**

Management, human resources jobs

Preferred work location

**Siyabuswa**

Mpumalanga

## Contacts and general information about me

Gender

Male

Residential location

**Siyabuswa**

Mpumalanga

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 2023.02 iki dabar**

Company name

Department of education

You were working at:

Teacher

Occupation

E.Cader (Education Assistant)

What you did at this job position?

Administrative Clerk work, Assisting teachers with ICT And Admin Work. Typing and Photocopying.

## Education

Educational period	<b>nuo 2017.01 iki 2022.05</b>
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	National diploma in management
I could work	Administrative Clerk, Administrative assistant, branch manager, Supervisor, team leader and middle management position

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

**Computer knowledge**

YES. PowerPoint, Microsoft Word, excel

**Recommendations**

Contact person	Maoko E.N
Occupation	Principal
Company	Department of education
Telephone number	0810066324
Contact person	Aphane M.M
Occupation	Educator
Company	Department of education
Telephone number	0731971012
Contact person	Mr Mafiri
Occupation	Admin clerk
Company	Department of education
Telephone number	0825456445

**Additional information**

Your hobbies	Playing soccer, Reading books and traveling
Driver licenses	None
Salary you wish	18000 R per month
How much do you earn now	4040 R per month