



Matseke Annah Maffa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Clerk

Preferred occupation Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1981-06-26 (43 years old)

Gender Female

Residential location Johannesburg
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 2012.04 iki 2013.03**

Company name Cooperative governance, human settlements and Traditional Affairs department

You were working at: Administrators

Occupation Internship program

What you did at this job position? Attending client,s queries in the department and municipalities

Working period **nuo 2019.05 iki 2021.11**

Company name Ramaphosa Combined School

You were working at: Teachers

Occupation Teaching grade 2 learners also helping as administrator

What you did at this job position? Teaching grade 2 learners

Working period **nuo 2012.02 iki 2012.03**
 Company name Polokwane provincial hospital
 You were working at: Administrators
 Occupation Admin Clerk
 What you did at this job position? Admitting patient directly in the hospital and telephonically,Creating files for patient, Monitoring experiential learners

Education

Educational period **nuo 2000.01 iki 2003.12**
 Degree Degree
 Educational institution University of Limpopo
 Educational qualification Bachelor of administration and Computer Literacy
 I could work Any institution or company around Gauteng province

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | good | good | good |
| Sepedi | very good | very good | very good |
| Afrikaans | good | good | very good |

Computer knowledge

Computer literacy Word andbExcel)

Conferences, seminars

None

Recommendations

Contact person Mr Dikgale N.M.M
 Occupation Manager
 Company Cooperative governance,human settlements and Traditional Affairs
 Telephone number 0761271696
 Email address dikgalemalesela@coghsta.gov.za

Contact person Mrs Mathibeli p
 Occupation Head of the department
 Company Ramaphosa Combined School
 Telephone number 0825575430

Additional information

| | |
|--------------------------|--------------------------|
| Your hobbies | Watching tv and exercise |
| Driver licenses | None |
| Salary you wish | R8000 R per month |
| How much do you earn now | None R per month |