



# 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.*  
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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