



Mmakgomo Seotlo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a clerical job that i will learn and explore my knowledge and experience as well.

Preferred occupation Management, human resources jobs

Contacts and general information about me

Day of birth 1987-11-04 (37 years old)
Gender Female
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 2010.09 iki 2011.03**
Company name Department of Health
You were working at: Administrators
Occupation Registry clerk(experiential learner)
What you did at this job position? Maintaining of Records, Handle incoming and outgoing correspondence

Working period **nuo 2011.03 iki 2011.10**
Company name Department of Health
You were working at: Administrators
Occupation Human Resources Development and Training(experiential learner)
What you did at this job position? Co-ordinate induction and orientation, Develop workplace skills plan, Organize training, Serve as a secretary in the training committee

Working period **nuo 2020.12 iki 2021.03**
 Company name Department of Education
 You were working at: Generals
 Occupation School General Assistant
 What you did at this job position? Typing of documents, filling, Arranging of classrooms, sanitizing of classrooms, learners, staff and visitors, Cleaning of toilets, and classrooms, helping with kitchen staff, Gardening

Education

Educational period **nuo 2010.02 iki 2010.11**
 Degree Certificate
 Educational institution Sekhukhune TVET college
 Educational qualification Nated 5 Certificate
 I could work With admin

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	very good	very good	very good
English	fluent	good	good
isiZulu	basic	good	basic

Recommendations

Contact person Mrs Motlatle RG
 Occupation Quality Assurance Manager
 Company Department of Health
 Telephone number 0827041988/0132623024

Contact person Mr Mokgonyana MP
 Occupation Lecture
 Company Sekhukhune TVET college
 Telephone number 0712465927/0132690020

Contact person Mr Phetla MW
 Occupation Principal
 Company Department of Education
 Telephone number 0764409165
 Email address phetlamax69@gmail.com

Additional information

Driver licenses None
 Salary you wish R5000 R per month

How much do you earn now

R350 R per month