



# Dimakatso Sithole

Curriculum Vitae (CV)

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

I'm looking for office work as I was working as workshop coordinator and I did study management assistant at tshwane north college. Am self-motivated and hard person, who like working with people who are loyal to the company and am dedicated to my work and I respect time.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1991-11-01 (33 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.08 iki 2022.03</b>
Company name	Magalies special school
You were working at:	Trainers
Occupation	Teachers assistance
What you did at this job position?	Filing, capturing data, sport activities.

## Education

Educational period	<b>iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	Tshwane north college
Educational qualification	Management assistant
I could work	Personal assistance

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
Setswana	fluent	fluent	fluent

### **Computer knowledge**

I have studied management assistant it's has information processing which includes Microsoft Word,excel, PowerPoint,

### **Conferences, seminars**

I have completed certificate in computer on 2018 for all Microsoft applications.

### **Recommendations**

Contact person	Sister Susan
Occupation	Nurse
Company	Magalies special school
Telephone number	012 330168/9

### **Additional information**

Your hobbies	Baking and reading books
Driver licenses	None
Salary you wish	R7500 R per month