



Nsovo Tracy Hatlane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am delighted and willing to learn more skills from you and also engage myself in learning new concept. I am highly motivated to accept responsibilities and willing to approach work and carry out my duties within the stipulated time frame. I can also perform task under pressure.

Contacts and general information about me

Day of birth	1996-11-29 (27 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.11 iki 2022.08
Company name	Pfunani Primary School
You were working at:	Generals
Occupation	Handy woman
What you did at this job position?	Helping educators with teaching materials, clearing the field, cleaning classroom and dealing with infrastructure

Education

Educational period	nuo 2011.01 iki 2011.11
Degree	Diploma
Educational institution	Tamunde Computer Academy
Educational qualification	Diploma in administration and business computing
Educational period	nuo 2016.06 iki 2018.12
Degree	Diploma
Educational institution	Tshwane North Collage
Educational qualification	Management Assistant
I could work	As a clerk, personal assistant, receptionist, data capture, administration, human resource and telephonist

Educational period	nuo 2022.06 iki 2023.06
Degree	Certificate
Educational institution	Hilmark Trading
Educational qualification	Environmental Practice NQF Level 4
I could work	As a supervisor, an environmentalists and auditing

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	good
Xitsonga	fluent	fluent	fluent
Setswana	very good	very good	good
isiZulu	very good	very good	good

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft Powerpoint
 Microsoft Publisher
 Microsoft Access
 Microsoft Office

Conferences, seminars

I know how to organise conferences and seminars which they are platforms now not only to research new aspects, others perspectives and latest information, but additionally a good way of networking. There are many benefits which one get from attending these first being confidence then networking, statistics and motivation.

Recommendations

Contact person	Mr Manganyi T
Occupation	Teacher
Company	Tlakulani Senior Secondary School
Telephone number	0733195516
Contact person	Eucherlia Sabela
Occupation	Guardian
Telephone number	073 364 7151
Email address	chreendlovu@gmail.com

Contact person	Lorraine Mashai
Occupation	Facilitator/Assessor and Mentor
Company	Hilmark Trading (Pty) Ltd
Telephone number	078 673 3205
Email address	lorraine.mashai@gmail.com

Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	R10000 R per month
How much do you earn now	R2000 R per month