



# 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 (28 years old)
Gender	Female
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 2021.11 iki 2022.08</b>
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	<b>nuo 2011.01 iki 2011.11</b>
Degree	Diploma
Educational institution	Tamunde Computer Academy
Educational qualification	Diploma in administration and business computing
Educational period	<b>nuo 2016.06 iki 2018.12</b>
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	<b>nuo 2022.06 iki 2023.06</b>
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