



# Chipa Rosina Ngobeni

Curriculum Vitae (CV)

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

I have exceptional computer skills, and thorough knowledge of Microsoft office suite.

I am reliable, hardworking, fast learner and punctual.

I hold a Diploma in Executive Secretarial Studies, majoring in Office Administration and Business Communication.

I have won various awards through my community involvements projects working with home based care community centers through SALGA.

Working in different companies and institution of learning has broaden my knowledge and still continue to do as such.

Preferred occupation

**Administrators**

Administrative jobs

**Generals**

General jobs

Preferred work location

**Polokwane / Pietersburg**

Limpopo

**Mankweng**

Limpopo

## Contacts and general information about me

Gender

Female

Residential location

**Polokwane / Pietersburg**

Limpopo

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2023.05 iki dabar**  
 Company name Matshelane Mothapo Primary  
 You were working at: Administrators  
 Occupation Office Administrator  
 What you did at this job position? Arranging the pricipal's daily schedule. Arranging meeting, Typing of Agenda and minutes, arranging office documents and files, SA SAMS management

Working period **nuo 2008.05 iki 2021.05**  
 Company name Limpopo Computer College  
 You were working at: Teachers  
 Occupation Facilitator in End User Computing and Technical Support Level 4  
 What you did at this job position? Arranging port folio of evidence. facilitating various programmes, software installations and driver management. Software updates and configuration. Typing, binding, copies, laminating, designing and more

**Education**

Educational period **nuo 2007.01 iki 2007.12**  
 Degree Diploma  
 Educational institution LCC  
 Educational qualification Diploma in Executive Secretarial Studies  
 I could work Office Administration

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

**Computer knowledge**

Windows operating systems from XP-Windows 10  
 Chrome, Edge, Google Cloud, Adobe Reader , WinRAR, SA SAMS, Graphic design, Microsoft office suite

**Conferences, seminars**

Mankweng Circuit Stars  
 Nemisa  
 SALGA

**Recommendations**

Contact person	Mrs Tsebe D.E
Occupation	Principal
Company	Matshelane Mothapo
Telephone number	0729115507
Email address	matshelanemothapo@gmail.com

Contact person	Mr Mothiba RM
Occupation	Principal
Company	Ditlalemeso Secondary School
Telephone number	0829650490
Email address	ditlalemesosecondary@gmail.com

#### **Additional information**

Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	2500 R per month