



Matolo Paulinah Nokaneng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Clerk/ Office Assistant

I have strong qualities of administration such as filing, welcoming guests and also can work in a team.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-04-10 (29 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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	Kgalatlou Technical High school
You were working at:	Filing clerk
Occupation	Admin clerk
What you did at this job position?	Filing, Data Capturing, Typing, Photocopying

Education

Educational period	nuo 2014.01 iki 2017.07
Degree	Certificate
Educational institution	Sekhukhune Tvet College
Educational qualification	Human Resources Management N5

Educational period	nuo 2007.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Jane Furse Comprehensive
Educational qualification	Grade 12

Languages

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

Computer knowledge

Microsoft Office

Recommendations

Contact person	Matenche LGT
Occupation	Principal
Company	Kgalatlou Technical High school
Telephone number	0829631371
Email address	tshepo.matenche@gmll.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-09-00 (2 years)
Salary you wish	7000 R per month
How much do you earn now	0.00 R per month