



# 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> <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	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	<b>nuo 2014.01 iki 2017.07</b>
Degree	Certificate
Educational institution	Sekhukhune Tvet College
Educational qualification	Human Resources Management N5

Educational period	<b>nuo 2007.01 iki 2013.12</b>
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