



Lorraine Kutyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A job that challenges you and allows you to grow professionally

Computer literate, have good communication skills, and good at doing clerical duties including having a telephone etiquette.

I'm also good at working with different people and learning from others, I'm also a team player.

Preferred occupation	Administrators Administrative jobs
	Government jobs Government jobs
	Internships Government jobs
Preferred work location	Johannesburg Gauteng
	Sedibeng Gauteng

Contacts and general information about me

Day of birth	1975-05-13 (49 years old)
Gender	Female
Residential location	Sedibeng 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 2016.06 iki 2019.11
Company name	Bophelong Secondary School
You were working at:	Government jobs
Occupation	Administrator
What you did at this job position?	Admin duties

Education

Educational period	nuo 2020.01 iki 2022.12
Degree	Degree
Educational institution	NWU
Educational qualification	Bachelor of Art in Public Governance with Public Administration and Social Studies
I could work	As a public Servant

Educational period	nuo 1999.02 iki 2003.11
Degree	Degree
Educational institution	Vista university
Educational qualification	B.com (incomplete)
I could work	Yes

Educational period	nuo 1991.01 iki 1995.11
Degree	Grade 12 / Matric
Educational institution	Fundulwazi Secondary School
Educational qualification	Matric
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

COMPUTER PACKAGES:

- Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook
- South African School Administration and Management System (SA-SAMS)

Recommendations

Contact person	Mr.MP Matla
Occupation	Principal
Company	Bophelong Secondary School
Telephone number	073 373 8572

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-05-00 (13 years)
Salary you wish	R20 000 R per month
How much do you earn now	R0 R per month