



# Thulo Rapudungoane

Curriculum Vitae (CV)

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

I have Diploma in Management Assistant therefore i have lots of experience working with computers and I have extensive knowledge of MS programs such as Outlook, Excel, Word and Spreadsheets. I can type data fast and accurately and I am familiar with working with graphs, charts and tables. I also have very strong spelling, grammar and editing skills.

I can do general work also, I'm a very passionate person about my work, able to work underpressure, able to work overtime, I'm very flexible, able go do customer service and able to handle angry customers. If I can be given this opportunity I can do my best to satisfy both my supervisor and customers.

## Contacts and general information about me

Day of birth	1993-11-08 (31 years old)
Gender	Male
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 2017.01 iki 2018.10</b>
Company name	Department of Education
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	Do copies, handle leave forms, type minutes, do traveling arrangements, attend meetings, handle emails, handle telephone calls, help customers, order stationery etc

Working period	<b>nuo 2022.09 iki 2023.08</b>
Company name	Tfs
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	File documents, scan invoices, answering telephones calls, sending emails, requesting invoices and statements to supervisors.

### Education

Educational period	<b>nuo 2014.01 iki 2017.12</b>
Degree	Diploma
Educational institution	Motheo Tvet College
Educational qualification	Management Assistant
I could work	I could work as Administration Clerk at any department, I can do best customer service, handle calls, emails etc

### Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	very good	very good	very good
English	very good	very good	very good
Setswana	very good	very good	very good
isiXhosa	basic		do not know

### Computer knowledge

I have lots of experience working with computers and I have extensive knowledge of MS programs such as Outlook, Excel, Word and Spreadsheets. I can type data fast and accurately and I am familiar with working with graphs, charts and tables. I also have very strong spelling, grammar and editing skills.

### Conferences, seminars

I have e-cadre certificate, which I studied online

### Recommendations

Contact person	Ms Sebongile
Occupation	Administration Clerk
Company	Batho Primary School
Telephone number	084 282 4556
Email address	Batho1950@gmail.com

Contact person	Ms Weziwe
Occupation	Secretary
Company	Department of Education
Telephone number	0826299387
Email address	wmgqaliso@gmail.com

#### **Additional information**

Your hobbies	I love listening to music I love reading books I love writing poems
Driver licenses	None
Salary you wish	6500 R per month
How much do you earn now	5500 R per month