



Maclack Esdorina Pitso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration job. I have 2 years as admin clerk and I am willing the share the knowledge with the company. I am good at typing. I have good attitude towards people and able to work under pressure, good time management and multilingual. I have b tech in Credit Management obtained at Tshwane University of technology in 2021.

Preferred occupation	Filing clerk Administrative jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	Hazyview Mpumalanga
	Mbombela / Nelspruit Mpumalanga
	Bushbuckridge Mpumalanga

Contacts and general information about me

Day of birth	1997-09-30 (26 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 2021.02 iki 2023.02**
 Company name Department of health
 You were working at: Administrators
 Occupation Admin clerk
 What you did at this job position? Capturing of files, Archiving of files, filing and pre retrieving of patients information.

Education

Educational period **nuo 2019.01 iki 2021.04**
 Degree Degree
 Educational institution Tshwane University of technology
 Educational qualification Credit management
 I could work Yes

Educational period **nuo 2016.01 iki 2018.12**
 Degree Diploma
 Educational institution Tshwane University of technology
 Educational qualification Credit management
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Xitsonga	very good	very good	basic
SiSwati	very good	very good	basic

Computer knowledge

Good

Recommendations

Contact person Mrs seekoei
 Occupation Operational Manager
 Company Department of health
 Telephone number 066 261 2551

Contact person Mr mutsoenyane
 Occupation Admin supervisor
 Company Department of health
 Telephone number 076 953 4668

Contact person	Mr Mntombeni
Occupation	Mentor
Company	Tshwane University of technology
Telephone number	073 805 7833

Additional information

Your hobbies	Reading Sports Music Writing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-06-00 (4 years)
Salary you wish	12000 R per month