



# Eunice Dikobe

Curriculum Vitae (CV)

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

I'm looking for administrator job, Im a fast learner, have administrative skills, multitasking, filling ,microsoft office skills, data capture and customer care skills.communication

Problem solving

Attention to detail

Customer service

Organizational skills

Time management

Organization

Technology

Email management.

Preferred occupation

**Administrators**  
Administrative jobs

**Secretaries**  
Administrative jobs

Preferred work location

**Polokwane / Pietersburg**  
Limpopo

## Contacts and general information about me

Day of birth 1989-09-02 (35 years old)

Gender Female

Residential location Polokwane / Pietersburg  
Limpopo

Telephone number *Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period	<b>nuo 2021.04 iki dabar</b>
Company name	Nellmapius primary
You were working at:	Administrators
Occupation	SGB Secretary
What you did at this job position?	<ul style="list-style-type: none"><li>• Secretariat</li><li>• Keeping up-to-date records of all members' details.</li><li>• Keeping in close contact with the Chairperson and assisting him where possible.</li><li>• Compiling Notices of meetings in conjunction with the Principal and chairperson, and circulating the Notices.</li><li>• Ensuring that the venue is available.</li><li>• Preparing the agenda.</li><li>• Ensuring that the attendance register, the minute's book and any other record that need to be referred to are available at meetings.</li><li>• Recording accurately the outcomes of any voting.</li><li>• Recording the minutes.</li><li>• Preparing a draft of the minutes, checking them with the chairperson sending out the final version to the members.</li><li>• Being responsible for the school governing body's documents and records.</li><li>• Carrying out the instruction of the school governing body.</li><li>• Giving information and help to every committee member as required.</li><li>• File resolution taken.</li><li>• Three times Chairperson of the panel.</li><li>• Post Advert.</li><li>• Shortlist and interview candidates.</li><li>• Make recommendation.</li><li>• Tuckshop Manager</li><li>• Tuckshop and Kitchen management.</li><li>• Order and Supplier management.</li><li>• Monthly stocktake and inventory management.</li><li>• Keep weekly and monthly cost reports.</li><li>• Maintain sanitation and safety standards in the kitchen area.</li><li>• Supervising food preparation and cooking.</li><li>• Preparation and elaboration of a varied and healthy menu.</li><li>• Assist the Finance Officer in counting and banking the funds.</li></ul>

## Education

Educational period	<b>nuo 2021.07 iki 2022.11</b>
Degree	Certificate
Educational institution	Tshwane North College
Educational qualification	Public Management
I could work	yes
Educational period	<b>nuo 2017.01 iki 2019.11</b>
Degree	Grade 12 / Matric
Educational institution	Vuselela Tvet College
Educational qualification	Office Administration Level4
I could work	yes

## Languages

Language	Speaking level	Understanding level	Writing level
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English	good	good	good
Sepedi	good	good	good
Sesotho	good	good	good

### Computer knowledge

Micro soft word, excell, power point ,email , publisher ,

### Recommendations

Contact person	Winnie Baloyi
Occupation	Finance Officer
Company	Nellmapius primary
Telephone number	0820454582
Email address	81wbalo@gmail.com

### Additional information

Your hobbies	Reading, cooking, gardening
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-09-00 (2 years)
Salary you wish	6500 R per month
How much do you earn now	000000 R per month