



Dorcus Suzan Tsheloane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position. Am good on data capturing, telephone answering and replying to emails and sending requested documents.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1976-08-22 (48 years old)
Gender	Female
Residential location	Rustenburg North West
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 2015.06 iki 2024
Company name	Bafokeng Sheriff Lower court
You were working at:	Data capturers
Occupation	Receptionist
What you did at this job position?	Receive post,data capturing,email documents,answer calls and receive payments.

Education

Educational period	nuo 1995.01 iki 1998.12
Degree	Degree
Educational institution	Northwest University
Educational qualification	BAdmin

Languages

Language	Speaking level	Understanding level	Writing level
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English	good	good	very good
Setswana	very good	very good	very good
Afrikaans	basic	basic	basic

Computer knowledge

Basic compute skills.

Recommendations

Contact person	Elvy Monareng
Occupation	Sheriff
Company	Bafokeng Sheriff Lower court
Telephone number	014 565 7216
Email address	reception@sheriffthabane.co.za

Additional information

Your hobbies	Read books, watch television and listen to music
Driver licenses	None
Salary you wish	R15000+ R per month
How much do you earn now	R7000 R per month