



Nare Simon Mothata

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an Administrative clerk position, I've completed my practicals at department of Forestry, Fisheries and the Environment for 18 months as an administrative clerk

Preferred occupation	Administrators Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

Contacts and general information about me

Gender	Male
Residential location	Polokwane / Pietersburg Limpopo
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 2019.04 iki 2020.09
Company name	Department of Forestry, Fisheries and the Environment
You were working at:	Administrators
Occupation	Administration clerk
What you did at this job position?	Receiving incoming mails, capture information, draft minutes

Education

Educational period	nuo 2014.02 iki 2020.12
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Public management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent

English	very good	very good	very good
Setswana	very good	very good	very good
Tshivenda	very good	very good	very good

Computer knowledge

Microsoft office

Recommendations

Contact person	Tsakani Sambo
Occupation	Senior Administrator
Company	Department of Forestry, Fisheries and the Environment
Telephone number	012 399 9790
Email address	TSambo@environment.gov.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-01-00 (7 years)
Salary you wish	10 000 R per month
How much do you earn now	7 000 R per month