



# Tumelo Matjipa

Curriculum Vitae (CV)

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

I am hereby to apply for any Administartion work. I am employed as a leaner Secretary at the department of Home Affairs.

My current position gives me an oppourtunity to gain interpersonal skills, communication skills and listerning skills as interact with both internal and external clients on a daily basic.

I am a fast learner and adjust easily to new enviroment which assist me to develop in my jobs, my educational background with my experience will help me to do the job better.

Preferred occupation	<b>HR specialists</b> Management, human resources jobs
	<b>Secretaries</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1991-09-30 (33 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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>

## Additional information

Salary you wish	R11000 R per month
How much do you earn now	R2500 R per month