



Army Makatane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

IAM LOOKING FOR AN ADMINISTRATIVE JOB.MY POSITIVE POINTS IS AN ADMINISTRATION CLERK/
DATA CAPTURE

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1980-10-01 (43 years old)
Gender	Female
Residential location	Witbank Mpumalanga
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 2010.10 iki 2012.03
Company name	NKANGALA TVET COLLEGE
You were working at:	Administrators
Occupation	ADMINISTRATION CLERK
What you did at this job position?	TYPING DOCUMENTS, SENDING AND RECEIVING OF EMAILS, FAXING AND PHOTOCOPYING OF DOCUMENTS, REGISTRATION OF NEW STUDENTS,ASSIST STUDENTS WITH NSFAS BURSARY FORMS, FILLING OF DOCUMENTS AND ISSUING CERTIFICATES FOR STUDENTS.

Education

Educational period **nuo 2001.01 iki 2003.12**
 Degree Diploma
 Educational institution NKANGALA TVET COLLEGE
 Educational qualification MANAGEMENT ASSISTANT
 I could work AT NKANGALA TVET COLLEGE AS AN INTERNSHIP

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good
isiZulu	good	good	basic
Sepedi	very good	very good	very good

Computer knowledge

MS WORD, EXCEL, MICROSOFT POWER POINT, INTERNET,AND ADOBE

Conferences, seminars

N/A

Recommendations

Contact person	MR MASHILOANE E.P
Occupation	STUDENT SUPPORT MANAGER
Company	NKANGALA TVET COLLEGE
Telephone number	0136990302
Email address	info@nkangalafet.edu.za
Contact person	MR MAKHOBA AZS
Occupation	CAMPUS MANAGER
Company	NKANGALA TVET COLLEGE
Telephone number	0136991113
Email address	info@nkangalafet.edu.za

Additional information

Your hobbies	READING,WATCHING TV AND PLAYING NET BALL
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-08-00 (8 years)
Salary you wish	5000 R per month
How much do you earn now	N/A R per month