

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/

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 (44 years old)

Gender Female

Residential location Witbank

Mpumalanga

Telephone number Information is available only for registered users.

<u>Sign in</u>

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 DOCOMENTS, 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

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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 (9 years)
Salary you wish 5000 R per month
How much do you earn now N/A R per month