



# Esther Ditshego

Curriculum Vitae (CV)

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

I pride myself to my ability to recognize and articulate a distinct voice for every person. I would be responsive to my colleague and eager to help whenever possible.

I am good at team work, able to consider and analyse different opinions and take the lead when necessary.

I am good at persuading others by creating relationships based on mutual trust and understanding.

If you would like to have more information about my qualifications and skills please contact me by e-mail or phone.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

## Contacts and general information about me

Gender	Female
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>

## Work experience

Working period **nuo 2013.03 iki 2013.09**  
 Company name Soshanguve Magistrate Court  
 You were working at: Administrators  
 Occupation Admin Clerk  
 What you did at this job position? : ISSUING LETTER OF DEMANDS, SUMMONS, SETTING COURT DATES : PREPARING COURT ROLL, ISSUING CERTIFIED COPIES (CCJ) : CAPTURING, AND ENQUIRES.

**Education**

Degree Diploma  
 Educational institution Tswane University of Technology  
 Educational qualification N.Dip Legal Assistance

**Languages**

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

**Computer knowledge**

Software: Microsoft Office

**Recommendations**

Contact person Ms S Sebelebele  
 Occupation Admin clerk  
 Company Soshanguve Magistrate Court  
 Email address ssebelebele@justice.gov.za

Contact person Ms Z Magagula  
 Occupation Admin clerk  
 Company Mamelodi Magistrate Court  
 Email address ZanMagagula@justice.gov.za

**Additional information**

Your hobbies Read  
 Writing, and  
 Cooking

Driver licenses None

Salary you wish 9000 R per month

How much do you earn now 0.. R per month