



Boitumelo Tshikane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

M looking for office work because I have lots of experience in office work like data capturing,administration work.Would also like to work as a bank teller as I want to succeed in the finance industry.

Preferred occupation

Administrators
Administrative jobs

Banking
Finance jobs

Receptionists
Hotel jobs

Other jobs
Other jobs

Preferred work location

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

Brits
North West

Mabopane
North West

Rustenburg
North West

East Rand
Gauteng

Contacts and general information about me

Day of birth 1989-09-25 (35 years old)

Gender Female

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2014.10 iki 2016.02**
 Company name RNA Distributions
 You were working at: Administrators
 Occupation Data Clerk
 What you did at this job position? Capturing invoices

Working period **nuo 2013.02 iki 2013.06**
 Company name Department of Public Service and Administration
 You were working at: Administrators
 Occupation Data Capturing Clerk
 What you did at this job position? Capturing of annual reports

Working period **nuo 2011.10 iki 2012.04**
 Company name Dale Constructions cc
 You were working at: Builders
 Occupation Office Assistant
 What you did at this job position? Office Administration

Working period **nuo 2009.10 iki 2010.05**
 Company name Legit Store
 You were working at: Cashiers
 Occupation shop assistance
 What you did at this job position? receiving payment from customers, assisting customer

Education

Educational period **nuo 2008.02 iki 2008.11**
 Degree Certificate
 Educational institution PC Training and Business College
 Educational qualification Certificate in IT
 I could work Yes

Educational period **iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Hebron Technical High School
 Educational qualification Matric
 I could work yes

Languages

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

Computer knowledge

Microsoft Office-word

-excel

-powerpoint

-access

Recommendations

Contact person Dineo Thubakgale

Occupation Manager

Company Legit store

Telephone number 0123277031/0721925236

Contact person Mr Samuel Seluka

Occupation Deputy Director at DPSA

Company Department of Public Services and Administration

Telephone number 0123361173

Contact person Cate

Occupation Supervisor, RNA Distributions

Company RNA Distributions

Telephone number 0123771961

Additional information

Your hobbies Exercise
Puzzles
Play chess

Driver licenses None

Salary you wish R8000.00 R per month

How much do you earn now R0.00 R per month