



# Tlou Gift Matsetela

Curriculum Vitae (CV)

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

Administration

Preferred occupation

Administrators  
Administrative jobs

Generals  
General jobs

Preferred work location

Polokwane / Pietersburg  
Limpopo

Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth

1985-02-27 (39 years old)

Gender

Female

Residential location

Polokwane / Pietersburg  
Limpopo

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 2014.01 iki 2014.02**

Company name

Peter Mokaba Stadium

You were working at:

Administrators

Occupation

administration clerk

What you did at this job position?

capturing volunteers' information, attend incoming and outgoing calls, ensuring all volunteers file are up to date

Working period **nuo 2012.07 iki 2015.12**  
 Company name Klaas Mothapo High School  
 You were working at: Administrators  
 Occupation administration clerk  
 What you did at this job position? filing system,SA-SAMS,typing,learners reports,annual survey,statistics

Working period **nuo 2016.03 iki dabar**  
 Company name Mogaladi Primary School  
 Occupation administration clerk and receptionist  
 What you did at this job position? receiving visitors,filing system,snap survey,annual survey,sa-sams,typing,and other administrative duties

**Education**

Educational period **nuo 2014.07 iki 2015.12**  
 Degree Diploma  
 Educational institution FET College  
 Educational qualification Management Assistant  
 I could work yes i could work

Educational period **nuo 2011.03 iki 2011.08**  
 Degree Diploma  
 Educational institution AT Computer School  
 Educational qualification Bussiness Computing  
 I could work i could work

**Languages**

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

**Computer knowledge**

Microsoft Word,microsoft excel,microsoft access,microsoft PowerPoint,

**Recommendations**

Contact person mr m mphekgoana  
 Occupation principal  
 Company klaas mothapo high school  
 Telephone number 0727141927

Contact person	mr k.n motanyane
Occupation	volunteer co-ordinator
Company	peter mokaba stadium
Telephone number	0152902785

**Additional information**

Your hobbies	Cooking,reading
Driver licenses	None