



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.
[Sign in](#)

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