



# Patricia Nompumelelo Skosana

Curriculum Vitae (CV)

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

Admin clerk job because I have computer skills,Microsoft office, typing tutor and interpersonal skills

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

## Contacts and general information about me

Day of birth	1993-03-31 (31 years old)
Gender	Female
Residential location	Kwagga fontein Mpumalanga
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	<b>nuo 2016.06 iki 2016.07</b>
Company name	Department of Education teachers centre
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Filing, data capturing, answering calls, receiving mails etc

## Education

Educational period	<b>nuo 2014.01 iki 2016.11</b>
Degree	Certificate
Educational institution	Nkangala Tvet college
Educational qualification	NQF L4
I could work	Yes

## Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

isiNdebele	very good	very good	very good
isiZulu	good	good	good

### Computer knowledge

I have computer skills, access in Microsoft office and typing

### Conferences, seminars

Am able to take minutes and draft agenda and memo

### Recommendations

Contact person	0796213512
Occupation	Admin clerk
Company	None
Telephone number	None
Email address	nompyskosana@gmail.com

### Additional information

Your hobbies	Playing sports and reading
Driver licenses	None
Salary you wish	R4500 R per month
How much do you earn now	None R per month