



# 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 *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 2016.06 iki 2016.07**

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 **nuo 2014.01 iki 2016.11**

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