



# Ntsako Matjeke

Curriculum Vitae (CV)

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

I'm looking for any suitable and related job positions where I can use my knowledge and set of skills to get the job done effectively and accurately. I'm a fast learner, go getter and got effective communication skills. I also have a valid code 10 driver's licence. My strongest traits include hardworking, gender sensitivity, reliability and active learning and listening skills.

Preferred occupation	Management, human resources jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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 2021.10 iki 2022.01</b>
Company name	Ritecorn Direct Marketing
You were working at:	Sales consultant
Occupation	Sales Consultant
What you did at this job position?	My role was to promote and sell funeral policies in Massmart stores which are underwritten by Hollard. - I also helped cus tomers insure their devices such as cellphones, laptops and oth ers in stores and also offering customer support. This included travelling to Massmart stores such as Cambridge foods, Game Store, Makro & Builders

Working period **nuo 2022.07 iki 2022.08**

Company name Mokopane Primary School

You were working at: Teachers

Occupation School assistant

What you did at this job position? Provide support to the teacher, such as typing, photocopying, distribution of teaching materials, capturing of data, filing, recordkeeping, etc. -Support the teacher with technical preparation of the classroom for teaching and learning and ensure that teaching materials are available and ready for use. -Oversee learners in and out of the classroom settings such as in the library, laboratory, school events and during lunchbreaks. -Provide afterschool support to learners, such as homework classes, sports events, cultural activities and school trips. -Provide services to maintain a safe, secure and clean classroom. -Carry out administrative tasks as required by the school.

### Education

Educational period **nuo 2016.01 iki 2016.12**

Degree Certificate

Educational institution Rosebank College

Educational qualification Higher certificate in business management

Educational period **nuo 2017.01 iki 2021.06**

Degree Degree

Educational institution Rosebank College

Educational qualification Bachelor of Business Administration

### Languages

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

### Computer knowledge

Microsoft word

Adobe

Excel

### Additional information

Your hobbies Movies  
Music  
Sports  
Cleaning

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2018-02-00 (6 years)

Salary you wish

5000 R per month