



# Tshireletso Oliphant

Curriculum Vitae (CV)

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

I am looking for an administrative job,data capturing or even in the banking sector.i have matric and computer skill,i did a full year course on computer studies,i am a fast learner,a hard worker and enthusiastic person and i would love to gain more experience as well as further training on the jobs i will be offered.

Preferred occupation Administrative jobs  
Preferred work location Northern Cape

## Contacts and general information about me

Gender Female  
Residential location Kuruman  
Northern Cape  
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 2019.10 iki 2019.12**  
Company name Mthoms Trading  
You were working at: Tilers  
Occupation Trainee  
What you did at this job position? Tiling and plastering

## Education

Educational period **nuo 2000.01 iki 2013.12**  
Degree Grade 12 / Matric  
Educational institution Rekgarathhile High School  
Educational qualification Matric certificate  
I could work In the banking sector,in mine constructions and as an administrator or as a general worker

Educational period                      **nuo 2014.01 iki 2014.12**  
 Degree                                        Certificate  
 Educational institution                    John Taolo Developmental Trust  
 Educational qualification                Certificate in computer  
 I could work                                As a receptionist,data capturer,bank teller

**Languages**

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

**Computer knowledge**

I did a full year course as a trainee,and i did word,excel,power point and outlook,i also did communication(IT)

**Recommendations**

Contact person                            Mrs G.C Holele  
 Occupation                                 Teacher  
 Company                                      Rekgarathhile High school  
 Telephone number                         071 189 0791

Contact person                            Ms N.M March  
 Occupation                                 HR  
 Company                                      John Taolo Developmental Trust  
 Telephone number                         053 712 0864

**Additional information**

Your hobbies                                Writing,reading and singing  
 Driver licenses                              None  
 Salary you wish                            8000 R per month  
 How much do you earn now            2500 R per month