



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 an 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