



Prudence Katlego Matjane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist, Office Assistant, Production General Assistant, Academic Operations Administrator.

I am willing to work under pressure, I am easily to adapt, able to work in a team and corporate and also willing to learn.

Preferred occupation	Miners Mining jobs
Preferred work location	Phalaborwa Limpopo
	Rustenburg North West
	Lebowakgomo Limpopo

Contacts and general information about me

Day of birth	1991-10-25 (32 years old)
Gender	Female
Residential location	Brits North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.02 iki 2018.11
Company name	Rosebank College
You were working at:	Data capturers
Occupation	Academic Operations Administrator
What you did at this job position?	Academic Assistant (dealing with students queries)

Education

Educational period	nuo 2010.01 iki 2012.10
Degree	Diploma
Educational institution	Rosebank College
Educational qualification	Diploma in Business Information Technology
I could work	IT department

Languages

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

Computer knowledge

MS Word.
 Excell
 Power point
 Outlook

Recommendations

Contact person	Rose Mokati
Occupation	Career coordinator
Company	Rosebank College
Telephone number	0847545183
Email address	rmokat@rosebankcollege.co.za

Additional information

Your hobbies	Gymnastics, swimming
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	R17000 R per month
How much do you earn now	R0 R per month