



# 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<br>Mining jobs    |
| Preferred work location | Phalaborwa<br>Limpopo    |
|                         | Rustenburg<br>North West |
|                         | Lebowakgomo<br>Limpopo   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1991-10-25 (33 years old)   |
| Gender               | Female  |
| Residential location | Brits<br>North West   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2017.02 iki 2018.11</b>                      |
| 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        | <b>nuo 2010.01 iki 2012.10</b>             |
| 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                      |