



Johannah Tshepi Matlala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Motivation

- I am an individual who loves to engage with people, and offer my help where needed.
- I would really appreciate to work in any environment that will allow me to learn and grow in its industry.
- I am confident that the knowledge I have gained from college and in previous employment will enable me to do well in any company.

Preferred occupation

Administrators
Administrative jobs

Personal assistant
Administrative jobs

Receptionist
Administrative jobs

Preferred work location

Hammanskraal
North West

Rust de winter
Limpopo

Contacts and general information about me

Day of birth	1988-11-26 (36 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2013.02 iki 2015.04**
 Company name Siyagijima security
 You were working at: Guards
 Occupation Security officer
 What you did at this job position? Patrol the area to be safe and neat. arresting people who urinate in public spaces

Working period **nuo 2015.08 iki 2020.09**
 Company name Voxtelecom
 You were working at: Control Room operator
 Occupation Control room operator
 What you did at this job position? Remotely monitoring CCTV and alarm off - site, Dealing with telephone, sending reports to clients

Education

Educational period **nuo 2008.01 iki 2008.12**
 Degree Diploma
 Educational institution Procomputrain college
 Educational qualification Executive secretarial diploma
 I could work Receptionist, Clerk, Personnel Assistant and Admin

Educational period **nuo 2010.01 iki 2010.12**
 Degree Certificate
 Educational institution Epignosis training and health care
 Educational qualification HeHealth care
 I could work Care giver and Assistant nurse

Languages

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

Computer knowledge

Microsoft word, Microsoft excel, Microsoft PowerPoint and Microsoft outlook.

Recommendations

Contact person	Mr Mashao
Occupation	Supervisor
Company	Siyagijima security
Telephone number	079 310 0117
Contact person	Miss Lillian Boleu
Occupation	Admin
Company	Voxtelecom
Telephone number	0871502111 / 072 919 2251
Email address	Lillian.Boleu@voxtelecom.co.za

Additional information

Your hobbies	Watching tv and Reading.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-02-00 (6 years)
Salary you wish	10000 R per month
How much do you earn now	8000 R per month