



# Mathapelo Nicoline Dikgwatlhe

Curriculum Vitae (CV)

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

I want retail job or administration job. I am a hard worker who is willing to learn more. I am disciplined, energetic and a great communicator. I have National N diploma in management assistant. I am good with computer.

Preferred occupation                      Administrative jobs

## Contacts and general information about me

Day of birth                                      1992-02-01 (33 years old)  
Gender    Female  
Telephone number                              *Information is available only for registered users.*  
[Sign in](#)  
Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2017.08 iki 2019.02**  
Company name                                      Vuselela TVET College  
You were working at:                              Receptionist  
Occupation    Administrative Assistant  
What you did at this job position?      Welcoming visitors, answering incoming and outgoing calls, Capturing student data, Typing minutes, Scheduling management meeting, Operating photocopy machine, Filling

## Education

Educational period                                      **nuo 2014.01 iki 2017.06**  
Degree    Diploma  
Educational institution                              Vuselela TVET College  
Educational qualification                              National N diploma in management assistant  
I could work    Retail and admin assistant

## Languages

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

### Computer knowledge

Microsoft Word, Microsoft Excel

### Additional information

Salary you wish 4000 R per month

How much do you earn now 1500 R per month