



# Hilda Nuki Tlhodi

Curriculum Vitae (CV)

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

Administrative and general worker

I can manage budgets, logistics and meetings

- Handle scheduling, keep records and reports
- Resolve conflicts and other issues
- Keep financial records and handle petty cash

Preferred work location      Sedibeng  
Gauteng

## Contacts and general information about me

Day of birth	1985-12-13 (40 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2013.09 iki 2014.10</b>
Company name	Mqiniswa Primary School
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	Keeping financial records, handling of petty cash, handle scheduling, record keeping, reporting, Develop and run educational programs

Working period	<b>nuo 2014.11 iki 2016.06</b>
Company name	Bafokeng Primary School
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	Keeping financial records, handling of petty cash, Develop and run educational programs, handle scheduling, records keeping and reporting

### Education

Educational period	<b>nuo 2018.02 iki 2018.12</b>
Degree	Certificate
Educational institution	Jengrac TVET College
Educational qualification	Mechanical Engineering N3
I could work	Engineer
Educational period	<b>nuo 2013.02 iki 2014.04</b>
Degree	Certificate
Educational institution	Xtensive ICT Academy
Educational qualification	Information Technology End User Computing NQF Level 3
I could work	Adminstrator, Data capturer, Secretary
Educational period	<b>nuo 2004.01 iki 2004.11</b>
Degree	Certificate
Educational institution	Sedibeng TVET College
Educational qualification	Management Assistant N2
I could work	Data capturer, Secretary, Administrator

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	basic	do not know

### Computer knowledge

I am very good in Microsoft Office, Excel, Acess and PowerPoint

### Recommendations

Contact person	Mr Ramahali
Occupation	Principal
Company	Bafokeng Primary School
Telephone number	0760856937

Contact person	Mr Malepeng
Occupation	Principal
Company	Mqiniswa Primary School
Telephone number	0825560334

#### **Additional information**

Your hobbies	I love music nd reading of books and also like plating tennis
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	00 R per month