



Tankiso Princess Tseki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator

- * Data Cupturing
- * Data Filling
- * Receiving and sending Emails
- * Taking and Answering calls
- * Copies
- * Machine Operating
- * Installation or computer Software
- * Update Computer software

Preferred occupation

Network administrators
IT, computing jobs

Receptionist
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1990-04-18 (34 years old)

Gender Female

Residential location Sedibeng
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period	nuo 2020.12 iki 2022.08
Company name	Letshego Primary School
You were working at:	Administrators
Occupation	E- Cadre
What you did at this job position?	Office work

Education

Educational period	nuo 2011.12 iki 2020.08
Degree	Certificate
Educational institution	Arcelor Mittal Science Center
Educational qualification	Information Technology NQF Level 3
I could work	As office administrator
Educational period	nuo 2011 iki dabar

Languages

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

Computer knowledge

Ms Word
Ms Excel
PowerPoint
Outlook

Recommendations

Contact person	Mrs I. M Macheli
Occupation	Principal
Company	Letshego Primary School
Telephone number	+27825538152
Email address	irenemache@yahoo.co.za

Additional information

Your hobbies	Computer Office work Internet
Driver licenses	None
Salary you wish	R5000 R per month
How much do you earn now	R4080.44 R per month