



# 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 (35 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	<b>nuo 2020.12 iki 2022.08</b>
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	<b>nuo 2011.12 iki 2020.08</b>
Degree	Certificate
Educational institution	Arcelor Mittal Science Center
Educational qualification	Information Technology NQF Level 3
I could work	As office administrator
Educational period	<b>nuo 2011 iki dabar</b>

**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