



# Matseke Annah Maffa

Curriculum Vitae (CV)

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

Admin Clerk

Preferred occupation Administrative jobs

Preferred work location Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth 1981-06-26 (44 years old)

Gender Female

Residential location Johannesburg  
Gauteng

Telephone number *Information is available only for registered users.*  
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Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2012.04 iki 2013.03**

Company name Cooperative governance,human settlements and Traditional Affairs department

You were working at: Administrators

Occupation Internship program

What you did at this job position? Attending client,s queries in the department and municipalities

Working period **nuo 2019.05 iki 2021.11**

Company name Ramaphosa Combined School

You were working at: Teachers

Occupation Teaching grade 2 learners also helping as administrator

What you did at this job position? Teaching grade 2 learners

Working period	<b>nuo 2012.02 iki 2012.03</b>
Company name	Polokwane provincial hospital
You were working at:	Administrators
Occupation	Admin Clerk
What you did at this job position?	Admitting patient directly in the hospital and telephonically, Creating files for patient, Monitoring experiential learners

### Education

Educational period	<b>nuo 2000.01 iki 2003.12</b>
Degree	Degree
Educational institution	University of Limpopo
Educational qualification	Bachelor of administration and Computer Literacy
I could work	Any institution or company around Gauteng province

### Languages

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

### Computer knowledge

Computer literacy Word and Excel )

### Conferences, seminars

None

### Recommendations

Contact person	Mr Dikgale N.M.M
Occupation	Manager
Company	Cooperative governance, human settlements and Traditional Affairs
Telephone number	0761271696
Email address	dikgalemalesela@coghsta.gov.za
Contact person	Mrs Mathibeli p
Occupation	Head of the department
Company	Ramaphosa Combined School
Telephone number	0825575430

### Additional information

Your hobbies	Watching tv and exercise
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	None R per month