

# Mmakgomo Seotlo

## Curriculum Vitae (CV)

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

I'm looking for a clerical job that i will learn and explore my knowledge and experience as well.

Preferred occupation Management, human resources jobs

## **Contacts and general information about me**

Day of birth 1987-11-04 (38 years old)

**Telephone number** *Information is available only for registered users.*

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## Work experience

Working period **nuo 2010.09 iki 2011.03**

You were working at: Administrators

Occupation Registry clerk(experiential learner)

What you did at this job position? Maintaining of Records, Handle incoming and outgoing correspondence

Working period **nuo 2011.03 iki 2011.10**

Company name Department of Health

You were working at: Administrators

Occupation Human Resources Development and Training(experiential learner)

What you did at this job position? Co-ordinate induction and orientation, Develop workplace skills plan, Organize training, Serve as a secretary in the training committee

Working period	<b>nuo 2020.12 iki 2021.03</b>
Company name	Department of Education
You were working at:	Generals
Occupation	School General Assistant
What you did at this job position?	Typing of documents, filling, Arranging of classrooms, sanitizing of classrooms, learners, staff and visitors, Cleaning of toilets, and classrooms, helping with kitchen staff, Gardening

### **Education**

Educational period	<b>nuo 2010.02 iki 2010.11</b>
Degree	Certificate
Educational institution	Sekhukhune TVET college
Educational qualification	Nated 5 Certificate
I could work	With admin

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	very good	very good	very good
English	fluent	good	good
isiZulu	basic	good	basic

### **Recommendations**

Contact person	Mrs Motlatle RG
Occupation	Quality Assurance Manager
Company	Department of Health
Telephone number	0827041988/0132623024
Contact person	Mr Mokgonyana MP
Occupation	Lecture
Company	Sekhukhune TVET college
Telephone number	0712465927/0132690020
Contact person	Mr Phetla MW
Occupation	Principal
Company	Department of Education
Telephone number	0764409165
Email address	phetlamax69@gmail.com

### **Additional information**

Driver licenses	None
Salary you wish	R5000 R per month

How much do you earn now

R350 R per month