



Martha Tselane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for a teaching post for English, S.Sotho, EMS and Life Orientation. Also a Receptionist, Administrator or Clerk and Cashier.

I am a hard worker, willing to learn and adapt fast. I can also handle pressure. I am a good team worker, feeling great working with various levels of people. I respect my deadline and make sure my work is done properly. I have a good interpersonal skills and computer skills.

Preferred occupation

Teachers

Teaching jobs

Receptionist

Administrative jobs

Generals

General jobs

Cashiers

Retail, store jobs

Filing clerk

Administrative jobs

Operations Clerk

Administrative jobs

Administrators

Administrative jobs

Preferred work location

Polokwane / Pietersburg

Limpopo

Potchefstroom

North West

Klerksdorp

North West

Mahikeng / Mafikeng

North West

Sedibeng

Gauteng

West Rand

Gauteng

Contacts and general information about me

Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.09 iki 2019.03
Company name	Gauteng Deptment of Education
You were working at:	Teachers
Occupation	Educator
What you did at this job position?	Being a substitute Educator from 2months as Substitute Educator teaching English , S.Sotho and Life Orientation in Secondary school. Then from September 2018 to March 2019, I was a temporary teacher, teaching English and Economic Management Science.
Working period	nuo 2008.11 iki 2016.04
Company name	Department of Rural Development and Reform of Limpopo
You were working at:	Project manager
Occupation	Project Coordinator
What you did at this job position?	Manage the implementation of Restitution Process. Researching and settling the land claims.
Working period	nuo 2001.02 iki 2008.10
Company name	Department of Rural Development and Reform of Limpopo
You were working at:	Project Planner
Occupation	Project Officer
What you did at this job position?	Manage the implementation of Restitution Process. Researching and settling the land claims.
Working period	nuo 1996.03 iki 1996.12
Company name	Department of Land Affairs in Bloemfontein
You were working at:	Facilities manager
Occupation	Community Facilitator
What you did at this job position?	Liasing with various stakeholders and facilitating community meeting. Assist in the process of Land purchasing for Agricultural purposes for communities.

Working period **nuo 1995.02 iki 1996.01**
 Company name South African Teachers Democratic Union
 You were working at: Control Room operator
 Occupation Receptionist
 What you did at this job position? Responsible for Reception area, answering the switchboard, filling, dispatching internal and external mails. Typing minutes and office reports.

Working period **nuo 1997.03 iki 1999.12**
 Company name Kauai Healthy Restaurant
 You were working at: Waiters, waitresses
 Occupation Front lady
 What you did at this job position? Taking orders and serving customers drinks and food. Keeping front area clean and comfortable for customers.

Working period **nuo 2021.04 iki 2021.01**
 Company name Duff Scott Private Hospital
 You were working at: Kitchen staff
 Occupation General assistant
 What you did at this job position? Cleaning and serving food to patients in their wards.

Education

Educational period **nuo 1993.01 iki 1996.06**
 Degree Diploma
 Educational institution Bloemfontein Vista Campus
 Educational qualification Secondary Education Diploma (SED)
 I could work As Educator for languages, English and S.Sotho as well as EMS and LO.

Educational institution University of Western Cape
 Educational qualification Certificate in Economic Development Management
 I could work As an Educator, Administrator and Receptionist or a Clerk.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good
Sesotho	fluent	fluent	fluent
isiXhosa	very good	good	basic
isiZulu	good	good	basic
Sepedi	good	good	good

Computer knowledge

Attended Computer Courses hosted by CS Holdings Company from 11, August to 22 October for the following:

Microsoft Word 97, Microsoft Windows 98, Microsoft Excel 97, Microsoft PowerPoint 97 and GroupWise 5.5

Attended LandBase System course with IT on Ridge on the 21 April 2004

Conferences, seminars

1. Attended Communication Workshops hosted by PRISA (Johannesburg) in 2003 for the following:

Crisis Communication Planning - 9 October

Effective Communication Strategy - 13 to 14 October

Creative Writing for the Media _ 24 to 26 October

Special Events Management - 3 to 4 November

2. Attended Project Management course with Regenesys Management from 18 to 22 September 2006

3. Achieved a Certificate for Health and Safety Representative and Fire Fighter with X-Factor Safety Consultant (Pty)Ltd issued on the 14 March 2014

4. Attended 4X4 Driver Offload Driver Training Course with Impilo 4X4 Driver Training from 5 to 6 July 2013

Recommendations

Contact person	Mrs Johanna Maponyane
Occupation	Project Coordinator
Company	Department of Rural Development and Land Reform
Telephone number	0718560523
Email address	jmaponyane@dldlr.gov.za

Contact person	Ms Masechaba Monyamane
Occupation	Deputy Director
Company	Department of Rural Development and Land Reform
Telephone number	0824195255
Email address	mmonyamane@dldlr.gov.za

Contact person	Mr. Maphosa M.S
Occupation	Principal
Company	Alafang Secondary School (Katlehong)
Telephone number	0825563912

Additional information

Your hobbies	Travelling, Reading, listening to music, participating in community projects and socializing .
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2001-03-00 (24 years)
Salary you wish	R6000 R per month
How much do you earn now	R0 R per month