



Dorcus Suzan Tsheloane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position. Am good on data capturing, telephone answering and replying to emails and sending requested documents.

Preferred occupation Administrators
Administrative jobs

Preferred work location Rustenburg
North West

Contacts and general information about me

Day of birth 1976-08-22 (49 years old)

Gender Female

Residential location Rustenburg
North West

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

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

Working period **nuo 2015.06 iki 2024**

Company name Bafokeng Sheriff Lower court

You were working at: Data capturers

Occupation Receptionist

What you did at this job position? Receive post,data capturing,email documents,answer calls and receive payments.

Education

Educational period **nuo 1995.01 iki 1998.12**

Degree Degree

Educational institution Northwest University

Educational qualification BAdmin

Languages

Language	Speaking level	Understanding level	Writing level
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English	good	good	very good
Setswana	very good	very good	very good
Afrikaans	basic	basic	basic

Computer knowledge

Basic compute skills.

Recommendations

Contact person	Elvy Monareng
Occupation	Sheriff
Company	Bafokeng Sheriff Lower court
Telephone number	014 565 7216
Email address	reception@sherifftlhabane.co.za

Additional information

Your hobbies	Read books, watch television and listen to music
Driver licenses	None
Salary you wish	R15000+ R per month
How much do you earn now	R7000 R per month