



# Nosipho Matlanyani

Curriculum Vitae (CV)

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

I am a 28-year-old South African female. Efficient, organised Administrator with 3 years experience and a record of working to very high standard. Proven literacy and numeracy. Proficient user of MS Office, Excel and PowerPoint. I am able to resolve difficult admin situations. I am a detail-orientated, organized and precise in my work. I have strong communication skills. I really enjoy being part of a motivated team of smart people.

### Preferred occupation

**Administrators**  
Administrative jobs

**HR intern**  
Management, human resources jobs

**Miners**  
Mining jobs

**Government jobs**  
Government jobs

**Jobs abroad**  
Jobs abroad

**Shop assistants**  
Retail, store jobs

### Preferred work location

**Bloemfontein**  
Free State

**Aliwal North**  
Eastern Cape

**Embalenhle**  
Mpumalanga

**Cape Town**  
Western Cape

**Other Free State**  
Free State

## Contacts and general information about me

### Day of birth

1995-12-22 (30 years old)

### Gender

Female

### Residential location

**Zastron**  
Free State

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 2021.12 iki 2022.02**  
 Company name Lere-la-thuto Secondary School  
 You were working at: Other jobs  
 Occupation Educational Assistant  
 What you did at this job position? Assisting with queries on the phone and by email. Typing up letters and reports. Maintaining office system

### Education

Educational period **nuo 2015.01 iki 2017.09**  
 Degree Diploma  
 Educational institution Motheo Tvet College  
 Educational qualification National Diploma in Human Resource Management  
 I could work Yes  
  
 Educational period **nuo 2022.02 iki 2024.11**  
 Degree Diploma  
 Educational institution Central University of Technology  
 Educational qualification Diploma in Office Management and Technology  
 I could work Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Afrikaans	basic	basic	basic

### Computer knowledge

Microsoft word, excel, PowerPoint, Access, Publisher

### Conferences, seminars

Attending online course - POPIA Course 2023/2024

### Recommendations

Contact person	Ncenithwa Nokuzola
Occupation	HR Clerk
Company	Department of Correctional Services
Telephone number	0722355546/ 0516318000
Email address	nokuzola.ncenithwa@dcs.gov.za

#### **Additional information**

Your hobbies	Reading books
Driver licenses	None
Salary you wish	6000 R per month