



# Boitumelo Tshikane

Curriculum Vitae (CV)

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

M looking for office work because I have lots of experience in office work like data capturing,administration work.Would also like to work as a bank teller as I want to succeed in the finance industry.

Preferred occupation

**Administrators**  
Administrative jobs

**Banking**  
Finance jobs

**Receptionists**  
Hotel jobs

**Other jobs**  
Other jobs

Preferred work location

**Johannesburg**  
Gauteng

**Pretoria / Tshwane**  
Gauteng

**Brits**  
North West

**Mabopane**  
North West

**Rustenburg**  
North West

**East Rand**  
Gauteng

## Contacts and general information about me

Day of birth 1989-09-25 (34 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

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

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

**Work experience**

Working period **nuo 2014.10 iki 2016.02**  
 Company name RNA Distributions  
 You were working at: Administrators  
 Occupation Data Clerk  
 What you did at this job position? Capturing invoices

Working period **nuo 2013.02 iki 2013.06**  
 Company name Department of Public Service and Administration  
 You were working at: Administrators  
 Occupation Data Capturing Clerk  
 What you did at this job position? Capturing of annual reports

Working period **nuo 2011.10 iki 2012.04**  
 Company name Dale Constructions cc  
 You were working at: Builders  
 Occupation Office Assistant  
 What you did at this job position? Office Administration

Working period **nuo 2009.10 iki 2010.05**  
 Company name Legit Store  
 You were working at: Cashiers  
 Occupation shop assistance  
 What you did at this job position? receiving payment from customers, assisting customer

**Education**

Educational period **nuo 2008.02 iki 2008.11**  
 Degree Certificate  
 Educational institution PC Training and Business College  
 Educational qualification Certificate in IT  
 I could work Yes

Educational period **iki 2007.12**  
 Degree Grade 12 / Matric  
 Educational institution Hebron Technical High School  
 Educational qualification Matric  
 I could work yes

**Languages**

Language	Speaking level	Understanding level	Writing level
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English	good	very good	very good
Setswana	fluent	fluent	fluent
Sepedi	good	good	good
isiZulu	basic	basic	basic
Sepedi	good	good	good

### Computer knowledge

Microsoft Office-word

-excel

-powerpoint

-access

### Recommendations

Contact person Dineo Thubakgale

Occupation Manager

Company Legit store

Telephone number 0123277031/0721925236

Contact person Mr Samuel Seluka

Occupation Deputy Director at DPSA

Company Department of Public Services and Administration

Telephone number 0123361173

Contact person Cate

Occupation Supervisor, RNA Distributions

Company RNA Distributions

Telephone number 0123771961

### Additional information

Your hobbies  
Exercise  
Puzzles  
Play chess

Driver licenses None

Salary you wish R8000.00 R per month

How much do you earn now R0.00 R per month