



Patricia Nompumelelo Skosana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk job because I have computer skills,Microsoft office, typing tutor and interpersonal skills

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1993-03-31 (32 years old)
Gender	Female
Residential location	Kwagga fontein Mpumalanga
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 2016.06 iki 2016.07
Company name	Department of Education teachers centre
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Filing, data capturing, answering calls, receiving mails etc

Education

Educational period	nuo 2014.01 iki 2016.11
Degree	Certificate
Educational institution	Nkangala Tvet college
Educational qualification	NQF L4
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

isiNdebele	very good	very good	very good
isiZulu	good	good	good

Computer knowledge

I have computer skills, access in Microsoft office and typing

Conferences, seminars

Am able to take minutes and draft agenda and memo

Recommendations

Contact person	0796213512
Occupation	Admin clerk
Company	None
Telephone number	None
Email address	nompyskosana@gmail.com

Additional information

Your hobbies	Playing sports and reading
Driver licenses	None
Salary you wish	R4500 R per month
How much do you earn now	None R per month