



# Boitumelo Hlongwane

Curriculum Vitae (CV)

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

I want our country(SA)to decrease poverty because cost of living is too high in our country.

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1990-12-02 (35 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Company name	None
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## Education

Educational period	<b>nuo 2014.02 iki 2014.12</b>
Degree	Grade 12 / Matric
Educational institution	Procomputrain
Educational qualification	Level3
I could work	I trained to work in a office

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	good	fluent
English	very good	very good	very good

## Computer knowledge

Windows 51%  
 Microsoft word xp 2007 45%  
 Microsoft exel xp 2007 42%  
 Microsoft power point xp2007 51%  
 Microsoft access xp 2007 45%  
 Microsoft publisher xp 2007 40%  
 Microsoft outlook xp 2007 45%  
 Internet 55%  
 Typing skill wpm 23 52%

Introduction to computer70%  
**Conferences, seminars**

Mrs. M.c Matjila  
 Branch manager  
 0713743158

### Recommendations

Contact person                      None

### Additional information

Your hobbies	I like shopping, eating & playing with a Skipping rope
Salary you wish	8000upwards R per month
How much do you earn now	Nothing R per month