

Tshwane north college

Management assistant

3 years

2022

Major Courses: communication ' office practice, (n4 to n6)

Other Courses: computer practice' information practice (N4 to N6)

COMPUTER LITERACY

<u>PACKAGES</u>	<u>BASIC/INTERMEDIATE/ADVANCED</u>	<u>DATE LAST USED</u>
Microsoft Office	Advanced	Daily

Other Computer Systems (e.g. SAP, Oracle, etc.)

SKILLS

- Research and analytical skills
- Report writing skills
- Interpersonal relations
- Accuracy and attention to detail
- Data management
- Attentive
- Planning and organizing
- Computer literacy (MS word, PowerPoint, Outlook and Excel)
- Excellent communication Skills
- Negotiation Skills
- Time management
- Problem solving
- Customer service oriented
- Ability to multi-task and prioritize task
- Strong organizational and project management skills

REFERENCES

Surname & full names Mrs netshitangani
Position Lecture
Work place Tshwane north college
Mobile 0840994892

Surname & full names Mr LIKHANYA
Position Teacher
Work place Tshinange sec school
Mobile 0734740235



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

HATALULI LOVELY LIKHANYA

Identity number 0011030682089

Exam number 7190532030011

Subject

Tshivenda Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Agricultural Science
Geography
Life Sciences

Achievement

%	level
72	6
60	5
38	2
77	6
43	3
40	3
2	2
*	*

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

NAMES IN PRINT

With effect from December 2019

M. S. LAKOMETSI
Chief Executive Officer

200 5731 9606 X



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

1423194

(See reverse for more information)