***Curriculum vitae.***

***PERSONAL INFORMATION***

Surname : Matlou

Names : Mokete Welhemina

ID : 9102030092089

Postal address : PO BOX 2108

Segopje

0744

Residential address : House no 85

Sunnyside Section

Segopje

Home language : Sepedi

Other languages : English, isiZulu, isiXhosa

Race : Black

Driver’s license : C1

Contact no : 078 5590 383

Email address : [wellymatlou16@gmail.com](mailto:wellymatlou16@gmail.com)

***EDUCATIONAL BACKGROUND***

Name of the school : Bjatladi sen sec school

High grade passed : Matric

Subject passed Mathematics

* + - * + Physical sciences
        + Life sciences
        + Agricultural sciences
        + English
        + Life orientation
        + Sepedi

***TERTIARY QUALIFICATIONS***

Name of institution : Pc training and Business College

Qualification : Diploma in information technology

Modules : E-commerce

Web technology

Business communication

Visual basics

Quantitative techniques

Itpm

Java

Networks

Database

Information systems

***ADDITIONAL QUALIFICATION***

Name of institution : Pc training and Business College

Qualification : Higher certificate in information technology

Modules : Help desk

Hardware

Software

Database

Web technology

Communication

End user computing

Year : 2009

***WORK EXPERIENCE***

1. Company : Department of Home Affairs

Position held : Immigration Officer

Place : Mpumalanga jeppes reef border gate

Polokwane offices

Duties : Conduct clearance of travellers on arrivals and departure

Ensure that all travellers who contravene the validity of their permits are issued with prescribed administrative fines

Issue cross border permits to all eligible travellers in accordance with the immigration act

Ensure visibility at the border line

Reason for leaving : Contract wasn’t renewed

1. Company : IEC Polokwane Offices

Position held : TRP

Place : Polokwane

Duties : Registrations

Reason for leaving : Contract

***REFERENCES***

1. Name : Mr Smit

Company : Department of home affairs

Position : Chief in immigration officer

Contact number : 013 782 3082

1. Name : Mr. Tapiwa Nhau

Company : Pc training and Business College

Position : Principal

Contact number : 082 889 0034

1. Name : Mr Phokane

Company : IEC Offices

Contact number : 0152839183