***CURRICULUM VITAE***

***OF***

***MATILE***

***Mpho cylvia***

|  |
| --- |
| ***CONTUCT INFORMATION*** |

SURNAME : MATILE

NAME : MPHO CYLVIA

HOME ADDRESS : P.O KWA XUMA

SOWETO MOLAPO

1868

RESIDENTIAL ADDRESS : 1868 MOLAPO STREET SOWETO

CELL PHONE : 0725348072

EMAIL : mphomatile@gmail.com

LANGUAGES : SESOTHO, ENGLISH, TSWANA, ZULU AND

PEDI

|  |
| --- |
| **PERSONAL INFORMATION** |

DATE OF BIRTH : 1974 MARCH 26

PLACE OF BIRTH : JOHANNESBURG

CITIZENSHIP : SOUTH AFRICA

GENDER : FEMALE

DRIVING LICENSE : CODE 10

NATIONALITY : SOUTH AFRICA

IDENTITY NUMBER : 740326 0834 089

MARITAL STATUS : SINGLE

SPOUSE’S NAME : NONE

CHILDREN : ONE

DEPENDENTS : ONE

CRIMINAL RECORD : NONE

|  |
| --- |
| **EDUCATION** |

HIGH SCHOOL : TSEKI HIGH SCHOOL

HIGHEST GRADE PASSED : GRADE 12

YEAR : CLASS OF 2010

SUBJECTS : SESOTHO

ENGLISH

BIOLOGY

GEOGRAPHY

BIBLICAL STUDIES

|  |
| --- |
| **TETIARY LEVEL** |

INSTITUTION : IPELEGENG YOUTH LEADERSHIP

PROGRAM

STUDY COURSE : LEADERSHIP COURSE

YEAR : 1999

SUBJECTS : FINANCIAL MANAGEMENT

CONFLICT MANAGEMENT

LEADERSHIP AND ORGANIZING SKILLS

VOCATIONAL TRAINING (ELECTRICAL

ENGINEERING)

|  |
| --- |
| **COMPUTER SKILSS** |

* MICROSOFT WORD
* MICROSOFT EXCEL
* MICROSOFT ACCESS
* MICROSOFT POWERPOINT
* INTRODUCTION TO COMPUTER
* DATABASE

|  |
| --- |
| **EMPLOYMENT HISTORY** |

EMPLOYER : **TEMBISA MAGISTRATE COURT (JUSTICE**

**DEPARTMENT)**

POSITION : ADMIN CLERK

DATE OF SERVICE : 12 MONTHS

DUTIES : COURT RECORDING

DATA CAPTURING

TAKING CALLS

MAKING PAYMENTS FOR MAINTENANCE,

BAILS

RECEIVING PAYMENTS AND RECONCILED

FILING, FAXING, COPING, AND TYPING

EMPLOYER : **CIRCUIT BREAKER INDUSTRIAL (HYLESEDI)**

POSITION : SPORTS WELDING

DATE OF SERVICE : 36 MONTHS

DUTIES : WELDING

EMPLOYER : **TRANSPORT LIGHTNING AND FLEET**

PRODUCT

POSITION : PACKER

DURATION : THREE MONTHS

REASON FOR LEAVING : TEMPORARILY

EMPLOYER : **SOUTH AFRICAN NATIONAL CANCER**

ASSOCIATION

POSITION : ADMIN CLERK

DURATION : THREE MONTHS

DUTIES : TAKE INCOMING AND OUT COMING CALL

FOLLOW UP TO CUSTOMER QUERIES

RECORDING CALLS AND COMPLAINTS

TYPING AND FAXING DOCUMENTS

REASON FOR LEAVING : VOLUNTARY WORK

|  |
| --- |
| **INTEREST AND HOBBIES** |

READING, WATCHING TV AND TRAVELLING**.**

|  |
| --- |
| **STRENGTH AND SKILLS ABILITIES** |

* I AM VERY RELIABLE, TRUSTWORTHY PERSON, PANTUAL AT ALL THE TIMES.
* GOOD BEHAVED PERSON WHO TAKES HER WORK VERY SERIOUSLY, I AM A VERY HARD WORKER, DILIGENT AND ABLE TO INTERACT WITH A DIVERSITY OF PEOPLE**.**

|  |
| --- |
| **REFEREES** |

CONTACT PERSON : MS IRENE

EMPLOYER : SUPERVISOR OF DEPARTMENT OF JUSTICE

CONTACT NUMBER : 011 281 0383

CONTACT PERSON : MS THOKO NKOSI

EMPLOYER : SENIOR CLERK OF DEPARTMENT OF JUSTICE

CONTACT NUMBER : 011 854 1305