**CURRICULUM VITAE OF**

**PILETSO SHIBE TLOANE**

**PERSONAL DETAILS**

**SURNAME :** TLOANE

**FIRST NAMES :** PILETSO SHIBE

**ID-NUMBER :** 870904 0762 088

**GENDER :** FEMALE

**NATIONALITY :** SOUTH AFRICAN

**MARITAL STATUS :** SINGLE

**DRIVERS LICENCE :** CODE 08

**RESIDENTIAL ADDRESS :** 9595 SOUTHERNWOOD AVE THE ORCHARDS X83

0182

**CELLPHONE :** 073-191-4414

**HOME LANGUAGE :** NORTHERN SOTHO

**OTHER LANGUAGES :** ENGLISH

TSWANA

ZULU

AFRIKAANS

**EDUCATIONAL QUALIFICATION**

**HIGH SCHOOL ATTENDED :** EAGLES NEST CHRISTIAN SCHOOL

**HIGHEST STD PASSED :** MATRIC (GRADE 12)

**YEAR :** 20005

**SUBJECTS PASSED :** ENGLISH 1ST SG

SEPEDI 2ND HG

BIOLGY SG

GEOGRAPHY SG

BUSINESS ECONOMICS LG

COMPUTYPING LG

**LEADERSHIP** : DEPUTY HEADGIRL

**TERTIARY QUALIFICATION**

**INSTTUTION** : TSHWANE UNIVERSITY OF TECHNOLOGY

**QUALIFICATION** : **NATIONAL DIPLOMA MARKETING**

**SUBJECTS PASSED** : MARKETING 1 2 & 3

ENGLISH

ACCOUNTING

ECONOMICS

PERSONAL SELLING

LAW FOR MARKETERS

CONSUMER BEHAVIOUR

END-USER COMPUTING

SALES MANAGEMENT 3

MARKETING RESEARCH 3

ADVERTISING AND SALES PROMOTIONS

QUANTITIVE TECHNIQUES

**INSTITUTION :** TSHWANE UNIVERSITY OF TECHNOLOGY

**CERTIFICATE :** CRIMINOLY AND VICTIMOLOGY

**SUBJECTS PASSED :** VICTIM SUPPORT

COMPUTER THEORY & PRACTICAL

COMMUNICATIONS

CRIMINAL JUSTICE

BUSINESS MANAGEMENT

ETHNOLOGY

COMMUNICATIONS

**EMPLOYMENT HISTORY**

**COMPANY : MST ATTORNEYS**

**POSITION HELD : PERSONAL ASSISTANT/ADMINISTRATOR**

**DUTIES :** Providing secretarial support to the division

Diary management and telephone duties

Taking minutes in departmental meetings

Capture, upkeep and process data

Typing and preparation of documents (MS Office)

Organise meetings and functions

Establish and maintain office administration systems and processes

Administering stationery and office supplies

Travel and accommodation arrangements

Liaison with clients

Handling of incoming and outgoing mail including electronic (e-mails)

**PERIOD : 14 JANUARY 2007 TO FEBRUARY 2009**

**COMPANY : STATISTICS SA**

**POSITION HELD : ENNUMERATOR**

**DUTIES :** FILL THE QUESTIONNERS

VERIFY MAP LISTING

**REASON FOR LEAVING :** CONTRACT EXPIRED

**PERIOD : 10-CTOBER 2011 UNTIL 31-OCTOBER 2011**

**SKILLS AND COMPETENCIES :** STRONGCOMPUTER SKILLS

**:** COMMUNICATION SKILL

**:** RECORD KEEPING SKILLS

**:** PROBLEM SOLVING

**:** ACCURACY AND ATTENTION TO DETAIL

**:** TIME MANAGEMENT

**:** EASILY ADAPT TO NEW SITUATION

**:** WORK WELL INDIVIDUALLY & IN A GROUP

**HOBBIES :** PLAYING NETBALL

**:** COOKING

**:** Reading

**REFEREES**

|  |  |  |  |
| --- | --- | --- | --- |
| Ms LYDIA MOATSHE  MST ATTORNEYS  014 763 1123  082 226 3768 | Pst SOLLY MAKALELA  PASTOR  071 117 5674 | | Ms. PENELOPE NGELE  FORMER TEACHER  078 111 0805 |
| MR KABELO MASENYA LECTURE  083 714 7499 | |  | |