Curriculum Vitae of REUBEN MATHOLE

2011

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out some information from the C.V.

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**PERSONAL DETAILS**

SURNAME : MATHOLE

FIRST NAME : REUBEN MATLHODI

DATE OF BIRTH : 24 FEBRUARY 1989

IDENTITY NUMBER : \*Please see page 1

HOME ADDRESS : \*Please see page 1

MOBILE NUMBER : 0734312322

DEPENDENTS : NONE

NATIONALITY : SOUTH AFRICAN

HEALTH : EXCELLENT

MARITUL STATUS ; SINGLE

**EDUCATIONAL QUALIFICATION**

HIGH SCHOOL ATTENDED : ATHLONE BOYS’ HIGH SCHOOL

HIGHEST STANDARD PASSED: GRADE 12

SUBJECTS :\*ENGLISH, AFRIKAANS, AND MATHEMATICS LITERACY

 TOURISM, BUSINESS STUDIES GEOGRAPHY & L.O

YEAR COMPLETED : 2008

**TERTIARY EDUCATION**

INSTITUTION : CENTRAL JOHANNESBURG COLLEGE

COURSE : BASIC COMPUTER SKILLS

SUBJECTS : COMPUTER HARDWARE, OPERATING SYSTEMS, BASIC WORD PROCESSING

 ADVANCED WORD PROCESSING, BASIC SPREADSHEET, ADVANCED SPREADSHEET

 PRESENTATIONS & COMPUTER COMMUNICATIONS

YEAR COMPLETED : 2009

INSTITUTION :CENTRAL JOHANNESBURG COLLEGE

COURSE : IT Essentials

Introduction to the Personal Computer

Safe lab procedures and tool use

Computer Assembly

: Preventive Maintenance and Troubleshooting

: Operating Systems

: Laptops and Portable Devices

: Printers and scanners

: Network

: Security

: Communication Skills

: Advanced Personal Computers

: Advanced Operating Systems

: Advanced Laptops and Portable Devices

: Advanced Printers and Scanners

: Advanced Networks

: Advanced Security

YEAR COMPLETED : 2011

**EMPLOYMENT HISTORY**

PREVOUSLY EMPLOYED : EURO MINI MARKET

OCCUPATION : BOOKKEEPING

DUTIES : CAPTURING INVOICES, CASHING UP TILLS, PLACING ORDERS

 CAPTURING BANK STATEMENTS & BALANCING BANK STATEMENTS

DURATION : TWO YEARS

**REFERENCE**

\*Please see page 1