**CURRICULUM VITAE OF TUMELO BOTLHOKO**

**Personal Details**

Surname : Botlhoko

Names : Tumelo

Contact Numbers : 060 951 8513

Email Address : [botlhoko74@gmail.Com](mailto:botlhoko74@gmail.Com)

Home Address : 12113 Majemantsho

Mahikeng

2745

Date of Birth : 1994/09/02

Identity Number : 940902 5820 089

Gender : Male

Health : Good

Criminal Record : None

Nationality : South African

Language : Setswana

Other Languages : English and Afrikaans

**Education**

High School Attended : Danville Secondary School

Highest Grade Passed : Grade 12

Year : 2012

Subjects Passed : Afrikaans, English, Mathematics,

Life Orientation, Physical Science,

Life Science, Geography

**Driver’s Licence** : Code 10

**Computer Skills**

Microsoft Office

Outlook

Typing(40 words per minute)

**Other Skills**

Translator/Interpreter

Song and Poem Writer

**Work Experience**

Institution : Setswana Translation Office

Occupation : Translator, Secretary & Computer Support

Period : 4 Years

Duties

* Translation
* Proofreading
* Interpreter
* Technical Support
* Secretarial Duties
* Telephone Answering
* Presentations

**References**

Name : Kgomotso Kgatshe

Position : Translation Office Overseer

Contact numbers : 079 8244 638

Name : Lebogang Lekwene

Position : Translation Technical Support Instructor

Contact numbers : 073 9103 015

Name : Charlotte Masuge

Position : Translator

Contact numbers : 071 436 7877