



# Disebo Petronella Morele

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administrator

Receptionist

Personal assistant

I'm proficient in using MS Word, Excel and PowerPoint. I've got good communication skills, time management, interpersonal skills and good customer service.

Preferred occupation      Administrators  
Administrative jobs

Preferred work location      Delmas  
Mpumalanga

Hazyview  
Mpumalanga

Sabie  
Mpumalanga

Witbank  
Mpumalanga

## Contacts and general information about me

Day of birth      1995-03-10 (29 years old)

Gender      Female

Residential location      East Rand  
Gauteng

Telephone number      *Information is available only for registered users.*  
[Sign in](#)

Email address      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period	<b>nuo 2018.08 iki 2021.03</b>
Company name	Thopodi primary School
You were working at:	Data capturers
Occupation	Intern
What you did at this job position?	Attendance Recording, database administration, office administration

**Education**

Educational period	<b>nuo 2014.07 iki 2015.12</b>
Degree	Certificate
Educational institution	Ekuehuleni East TVET College
Educational qualification	Human Resource Management
I could work	yes

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	fluent	very good	very good

**Computer knowledge**

Proficient in using MS Word, PowerPoint and Excel

**Recommendations**

Contact person	Mr A.N Makena
Occupation	Deputy Principal
Company	Thopodi primary school
Telephone number	0723709335
Email address	ambrosemakena67@gmail.com

Contact person	Mr N.J Senosha
Occupation	Lecturer
Company	Ekurhuleni East TVET College
Telephone number	0837595743
Email address	naresenosha@yahoo.com

Contact person	Ms E Morele
Occupation	General Worker
Company	York Timbers
Telephone number	0762584037

**Additional information**

Your hobbies	Reading Magazines &Books Cooking and Baking Exercising Watching TV and listening to music
Driver licenses	None
Salary you wish	R15000 R per month
How much do you earn now	R4000 R per month