



Lerato Mahwayi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative job. I am a fast learner and computer literate, I have N6 certificates in Public Management, I am very passionate and a team player, good planning skills and organiser. I seek a company that can hire me so that I can be able to use and utilise my skills for the company's growth.

Preferred occupation	Data capturers Administrative jobs
	Filing clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-01-23 (30 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Education

Educational period	nuo 2016.01 iki 2019.06
Degree	Certificate
Educational institution	Tshwane North Tvet College
Educational qualification	Public Management
I could work	Yes
Educational period	nuo 2014.01 iki 2014.11
Degree	Certificate
Educational institution	St Elizabeth Aet Centre
Educational qualification	Computer Practice

Educational period	nuo 2013.01 iki 2013.11
Degree	Grade 12 / Matric
Educational institution	Mmakaunyana Secondary School
Educational qualification	National Senior Certificate

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	very good	very good	good
English	good	good	good
Setswana	very good	very good	good

Computer knowledge

Microsoft. Word
Microsoft Excel

Recommendations

Contact person	Anna Mahwayi
Occupation	Mother
Telephone number	0721591831
Contact person	Lucy Mahwayi
Occupation	Aunt
Telephone number	0827505378

Additional information

Driver licenses	None
Salary you wish	R8000.00 R per month
How much do you earn now	Unemployed R per month