



Lerato Selemeng Angelinah Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any job that is available and that of am qualified for which is office administration

My positive points are:

Am able to work under pressure

Able to work as a team or alone

I can work over time

Patient person also strong

Preferred occupation Administrators
Administrative jobs

Generals
General jobs

Preferred work location Kroonstad
Free State

Contacts and general information about me

Day of birth	1994-05-03 (31 years old)
Gender	Female
Residential location	Hennenman Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Education

Educational period	nuo 2017.01 iki 2017.11
Degree	Grade 10
Educational institution	Gold Fields tvet College Welkom campus
Educational qualification	NCV Level 2 office administration
I could work	With computer

Educational period	nuo 2019.01 iki 2020.12
Degree	Grade 12 / Matric
Educational institution	Flavius Mareka Tvet College
Educational qualification	NCV Level 3-4 Office administration
I could work	With computer any software

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good

Computer knowledge

Microsoft Outlook

Excel

Power point

Microsoft word

Conferences, seminars

CHURCH YPD CONVERSION

CHURCH SUNDAY SCHOOL CONVERSION

GRADE12 MOTIVATIONAL TALK

Recommendations

Contact person	Mr Majoro
Occupation	Lecture
Company	Flavius Mareka Tvet College
Telephone number	0719584001

Additional information

Your hobbies	Listening music Going to church Watching movies Cooking
Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R0 R per month