



# 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 (30 years old)
Gender	Female
Residential location	Hennenman Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2017.01 iki 2017.11</b>
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	<b>nuo 2019.01 iki 2020.12</b>
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