



Tsebisio Ntlele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- . I'm punctual
- . I love working with people e.g helping people especially community.
- . I enjoy teamwork
- . I'm a fast learner

Preferred occupation Personal assistant
Administrative jobs

Preferred work location Bethlehem
Free State

Contacts and general information about me

Day of birth 1988-08-21 (35 years old)

Gender Female

Residential location Senekal
Free State

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 **nuo 2015.01 iki 2021**

Company name Setsoto Local Municipality

You were working at: Personal assistant

Occupation speaker's office

What you did at this job position? organising his diary, helping with day to day work, arranging his meetings and taking meenutes

Education

Educational institution organising his diary, helping with day to day work, arranging his meetings and taking meenutes

Educational qualification organising his diary, helping with day to day work, arranging his meetings and taking meenutes

I could work organising his diary, helping with day to day work, arranging his meetings and taking meenutes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
Sesotho	very good	very good	do not know
Afrikaans	basic	basic	basic

Computer knowledge

I have done the following subjects:

1. Information Processing
2. Computer Practice

Recommendations

Contact person	Mr Dada Mofokeng
Occupation	Traffic sup. Setsoto Local Municipality
Company	Setsoto Municipality
Telephone number	058 481 2142

Additional information

Your hobbies	reading magazines, listening to music Touring
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2020-10-00 (3 years)
Salary you wish	7000 R per month
How much do you earn now	3000 R per month