



# Sejabaledi Selina Duba

Curriculum Vitae (CV)

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

I'm looking for administration work/Job. The Role of office administration is very appealing to me, and I believe that I have strong managerial skills/experience. I am highly numerate, computer literate and I am able to learn and adapt new task.

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Kroonstad  
   Free State

## Contacts and general information about me

Day of birth                                      1997-01-14 (27 years old)

Gender    Female

Residential location                              Kroonstad  
   Free State

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

Email address                                      *Information is available only for registered users.*  
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## Work experience

Occupation    Unemployed

What you did at this job position?      Admin Asdistance

## Education

Educational period                              **nuo 2019.09 iki 2021.02**

Degree    Certificate

Educational institution                              Flavius Mareka TVET College

Educational qualification                              Management Assistant

I could work    Mivrosoft( word, excel, power point), capturing, typing, copies,

## Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	good	good	good

### Computer knowledge

Computer Literate

Microsoft ( Word, Excel, Powerpoint)

### Additional information

Your hobbies	Exercising Reading Adventure
Driver licenses	None
Salary you wish	R11 000 R per month