



# Sharlene Lacky

Curriculum Vitae (CV)

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

I am a young female who is prepared to achieve the desired goals of the job description. i am a hard worker, self motivated, goal oriented individuals who is always looking for challenges to enhance my skill and knowledge, and well mannered ambitious flexible HR Clerk with experience in various positions that ensures data of employees in the Department of Education captured, reviewed and updated while paying attention to leave credits of Employees of the Department.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1991-08-12 (34 years old)
Gender	Male
Residential location	East London Eastern Cape
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>

## Work experience

Working period	<b>nuo 2016.09 iki 2022.03</b>
Company name	Department of Education
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Auditing,Capturing,Procuring,filling....etc

## Education

Educational period                      **nuo 2014.01 iki 2018.04**  
Degree    Diploma  
Educational institution                      lovedale Tvet college  
Educational qualification                      Public Management  
I could work                                      yes

Educational period                      **nuo 2011.12 iki dabar**  
Degree    Grade 12 / Matric  
Educational institution                      Fundani High School  
Educational qualification                      Grade 12  
I could work                                      yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

### Computer knowledge

- > Persal
- > Microsoft word
- > Ms Excel
- > Ms Power point

word

Excell

Power point

### Recommendations

Contact person                      Ms PENDRIGH  
Occupation                                      Office Manager  
Company    Department of Education  
Telephone number                      0815817398  
Email address                                      Rosalind.Pendrigh@ecdoe.gov.za

Contact person                      Mr NGALO  
Occupation                                      Buisness Rep  
Company    Chep  
Telephone number                      0795527901  
Email address                                      kholisa.ngalo@gmail.com

### Additional information

Driver licenses	None
Salary you wish	17 000 R per month
How much do you earn now	19 000 R per month