



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 individual 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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.09 iki 2022.03
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