



Sophie Rumo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking traffic office , admin clerk ,data capture ,driver or general job

Preferred occupation

Scooter driver

Driver jobs

Car drivers

Driver jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Government jobs

Government jobs

Administrators

Administrative jobs

Preferred work location

Middelburg

Mpumalanga

Carolina

Mpumalanga

Pretoria / Tshwane

Gauteng

Elangala

Mpumalanga

Siyabuswa

Mpumalanga

Witbank

Mpumalanga

Groblersdal

Mpumalanga

Contacts and general information about me

Day of birth

1992-01-14 (32 years old)

Gender

Female

Residential location

Delmas

Mpumalanga

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

Working period	nuo 2014.07 iki 2015.02
Company name	Bazani primary school
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Admin clerk job capturing ,answering call,making appointments, attending meeting ,all admin job
Working period	nuo 2019.07 iki 2021.07
Company name	Victor khanye local municipality
You were working at:	Government jobs
Occupation	Traffic wardens
What you did at this job position?	General law enforcement, issued of spot summonses NP,control traffic, escorting funeral, assisting school points

Education

Educational period	nuo 2012.01 iki 2014.12
Degree	Certificate
Educational institution	Nkangala fet college (cn mahlangu campus)
Educational qualification	Management assistant N4 ,N5, and N6
I could work	Admin clerk, data capturing,filing clerk etc
Educational period	nuo 2020.02 iki 2021.12
Degree	Diploma
Educational institution	Metropolitan police academy
Educational qualification	Traffic office diploma
I could work	Traffic office

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
isiNdebele	very good	good	good
Sepedi	good	good	basic

Computer knowledge

Microsoft Word, excel, PowerPoint

Recommendations

Contact person	Celiwe
Occupation	Chief
Company	Victor khanye local municipality
Telephone number	073 006 7812

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-07-00 (10 years)
Salary you wish	8000 R per month