



Malefu Lephoto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am passionate about learning new skills and I am a very hard working person also has a good communication skills as well as working well under pressure

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1990-11-19 (35 years old)

Gender Female

Residential location Bethlehem
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

Working period **nuo 2018.04 iki 2020.05**

Company name South African Police Service

You were working at: Secretaries

Occupation Admin Clerk

What you did at this job position? Compilling reports, typing station letters and operating all office equipment such as printers, scanning and photocopy

Education

Educational period **nuo 2016.06 iki 2017.11**

Degree Certificate

Educational institution Sedibeng tvet college

Educational qualification N6 certification for management assistant

I could work As a PA, Secretary and Receptionist

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | good |

Sesotho

very good

very good

very good

Computer knowledge

Microsoft word

Microsoft excell

Conferences, seminars

I have done my training at SAPS for 1 to 2 years in a field of admin assistant

Recommendations

| | |
|------------------|-----------------------|
| Contact person | Mrs AG du Preez |
| Occupation | Warrant Officer |
| Company | SAPS |
| Telephone number | 0588638023 |
| Email address | www.reitz@saps.gov.za |

Additional information

| | |
|--------------------------|-------------------------------------|
| Your hobbies | Reading Playing netball |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2010-05-00 (15 years) |
| Salary you wish | 7000 R per month |
| How much do you earn now | 4000 R per month |