



Lerato Gomba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives. To enhance my skills, capabilities and knowledge in an organization which recognizes the value of hardwork and trusts me with responsibilities and challenges.

Preferred occupation	Receptionist Administrative jobs
	Secretary Law, legal jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1999-09-11 (24 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2021.01 iki 2022.02
Company name	Sindawonye Primary School
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	Type documents, filing, scanning, printing out, making copies, tying of minutes, setting up meetings, preparing the boardrooms for meetings, assist walk in clients

Working period **nuo 2020.08 iki 2022.01**
 Company name Kamdebo care lodge
 You were working at: Nurses
 Occupation Caregiver
 What you did at this job position? Administer medication as prescribed to patients, filing, basic hygiene care, bedpan, wound care

Working period **nuo 2022.06 iki 2022.11**
 Company name Afrikka Tikkun
 You were working at: Aftercare assistant
 Occupation Daycare assistant
 What you did at this job position? Kitchen assistant, cleaning of the daycare and assisting teachers

Education

Educational period **nuo 2019.06 iki 2021.10**
 Degree Certificate
 Educational institution University of South Africa
 Educational qualification Higher Certificate in Criminal Justice
 I could work Legal secretary

Educational period **nuo 2022.06 iki dabar**
 Degree Degree
 Educational institution University of South Africa
 Educational qualification Bachelor in Commercial Law

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	fluent
Sesotho	very good	very good	good

Computer knowledge

Microsoft office, excel, PowerPoint

Recommendations

Contact person Mr Mkhabela
 Occupation SGB member, English Teacher
 Company Sindawonye Primary School
 Telephone number +27 82 406 4302

Contact person	Khomotso Ngoepe
Occupation	Supervisor
Company	Afrikka Tikkun
Telephone number	+27 67 225 5618

Additional information

Your hobbies	Cooking Reading
Driver licenses	None
Salary you wish	7000+ R per month