



Puseletso Hellen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator

I'm diplomanti, reliable, friendly, positive confidence , trustworthy and I have a keen eye for details .I am also very creative, innovative and ambitious and result driving and achievements oriented. I'm able to work under pressure without supervision and also willing to learn and take new challenges

Preferred occupation

Data capturers
Administrative jobs

Cashiers
Retail, store jobs

Receptionist
Administrative jobs

Call Centre agent
Administrative jobs

Preferred work location

Johannesburg
Gauteng

Groblersdal
Mpumalanga

Middelburg
Mpumalanga

Witbank
Mpumalanga

Contacts and general information about me

Day of birth 1997-07-31 (28 years old)

Gender Female

Residential location East Rand
Gauteng

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 2019.02 iki 2022.02
Company name	Mpheleng Primary School
You were working at:	Data capturers
Occupation	Admin clerk
What you did at this job position?	>preparing school report and school administration Management system and creating learners profile and learners registration

Education

Educational period	nuo 2016.01 iki 2015.06
Educational institution	Ekurhuleni East Tvet college
Educational qualification	Financial management
I could work	Yes I can

Languages

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

Computer knowledge

Pastel , excellent, Microsoft word

Recommendations

Contact person	Mrs Ramphisa M.E
Occupation	Principal
Company	Mpheleng Primary School
Telephone number	083 856 6548
Contact person	MRS Sihaule R.N
Occupation	Admin clerk
Company	Mpheleng Primary School
Telephone number	076 516 1314

Additional information

Your hobbies	Reading and listening to music
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4500 R per month