



Sehume Sehlako

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm currently looking for a permanent job in the administration field. I have a diploma in Accounting and financial computing and completed it at College Campus in 2007. I also did pre nursing course and currently working as a care worker at an old age home. Worked at CIPC as admin assistant and completed work readiness program where i completed pastel course.

With the skills i acquired i know im ready to join the cooperate world as an administrator.

Preferred occupation	Administrators
	Administrative jobs
Preferred work location	data capture
	Government jobs
	Pretoria / Tshwane
	Gauteng
	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1986-10-06 (39 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2008.10 iki 2010.01
Company name	Metrofile
You were working at:	Data capturers
Occupation	Data captured
What you did at this job position?	Capturing information or documents on the computer

Working period	nuo 2012.01 iki 2012.03
Company name	Companies and intellectual property commission
You were working at:	Administrators
Occupation	Admin assistant
What you did at this job position?	Capturing new companies on the database

Education

Educational period	nuo 2017.02 iki 2017.09
Degree	Certificate
Educational institution	Healthnicon College
Educational qualification	Community health care
I could work	Care giver or nurse
Educational period	nuo 2005.02 iki 2007.11
Degree	Diploma
Educational institution	College Campus
Educational qualification	Diploma in accounting and financial computing
I could work	Accounts clerk ,banks and as administrator
Educational period	nuo 2004.11 iki dabar
Degree	Grade 12 / Matric
Educational institution	Charlton Vos College
Educational qualification	Grade 12
I could work	Entry jobs

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Setswana	very good	very good	very good

Computer knowledge

Microsoft office [word, powerpoint, excel, emails etc] and Pastel

Recommendations

Contact person	Sr Alta van Schalkwyk
Occupation	Sister at old age home
Company	Huis Hermon
Telephone number	0716088300 or 0125466688

Contact person	Lindiwe Khumalo
Occupation	Supervisor / manager
Company	companies and intellectual property commission
Telephone number	0834767979

Additional information

Your hobbies	Reading books learning new things and travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-05-00 (4 years)
Salary you wish	10000 R per month
How much do you earn now	4000 R per month