



Puleng Lesia

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a person of integrity and strong believe in being proactive and balanced in all sphere in life. I am a levelheaded decisive person who makes decision on fact and not on motive arguments.

I regard myself as efficiency, effective, teamwork, communicate in all levels, have good interpersonal skills, I am a hard worker, I am a very fast learner and adopt quickly, responsible, tolerant and I am an innovative person and positive. Critism is an essential ingredient to achieve my goals and objectives.

For me it is vital that I learn as much as possible and so doing empowering myself as we know that "knowledge is the power".

Characteristics that support the objectives and efficient services delivery:

Proactive, Tolerant ,Punctual, Honest, Responsible, Organized, Planning, patient, Knowledge regarding functional and varies areas, Financial Analysis skills, Report & minutes writing, Conceptual thinking, Strong ethics, Assertiveness, Good interpersonal and organizational skills, Protocol Skills, Computer literacy, Ambition to learn and be motivated.

My goal is to make a significant difference at my workplace through the position that I hold.

Preferred occupation

Administrators

Administrative jobs

Personal assistant

Administrative jobs

Government jobs

Government jobs

Secretaries

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Bloemfontein

Free State

Johannesburg

Gauteng

Pretoria / Tshwane

Gauteng

Port Elizabeth

Contacts and general information about me

Day of birth	1981-07-11 (42 years old)
Gender	Female
Residential location	Bloemfontein Free State
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

Additional information

Salary you wish	20.000 R per month
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