



# Dineo Lakaje

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administrators job

I am a very reliable, honest person. I will make a very good impact to the company. Always eager to learn new skills and improve the skills I have. I am easy person to communicate with and I can work with other people as a team. I am very good at my work.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      East Rand  
Gauteng

## Contacts and general information about me

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 2023.06 iki 2024.01**

Company name                                      Precious Funeral Services

You were working at:                              Other jobs

Occupation    office Administrator

What you did at this job position?              Greeting clients and visitors, writing reports, managing receipt book and money, signing people who want to join for our services

## Education

Educational period                                      **nuo 2017.01 iki 2017.11**

Degree    Grade 12 / Matric

Educational institution                              Tsebo Secondary School

Educational qualification                              National Senior Certificate

I could work    Anywhere

Educational period	<b>nuo 2020.01 iki 2020.12</b>
Degree	Certificate
Educational institution	Career Computer College
Educational qualification	Office Computing
I could work	As Receptionist,Office Administrator,PA

**Languages**

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	good	good	good
isiZulu	basic	good	do not know

**Computer knowledge**

Microsoft Office

**Recommendations**

Contact person	Mr Adams
Occupation	Owner
Company	Precious Funeral Service
Telephone number	082 6360429

**Additional information**

Your hobbies	Watching TV Reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-04-00 (7 years)
Salary you wish	R7500 R per month
How much do you earn now	R2000 R per month