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.* Sign in

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	**nuo 2020.01 iki 2020.12**
Degree	Certificate
Educational institution	Career Computer College
Educational qualification	Office Computing
I could work	As Receptionist,Office Admistrator,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 (6 years)
Salary you wish	R7500 R per month
How much do you earn now	R2000 R per month