



Julie Lerato Morudu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a cheerful, hard working, honest, friendly, helpful and polite individual. I have creative mind always willing to learn new skills. I have sense of humour. I am able to work independently in a busy environment and also within a team setting. I am an active listening when problem solving. Am able to take instructions from all levels and build up good working relationship. I am a good reliable and possess excellent time kee skill.

| | |
|-------------------------|---------------------------------|
| Preferred occupation | Generals General jobs |
| Preferred work location | Lephalale / Ellisras Limpopo |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1991-09-26 (34 years old) |
| Gender | Female |
| Residential location | Lephalale / Ellisras Limpopo |
| 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 2020.06 iki 2022.03 |
| Company name | Ikitseng primary school |
| What you did at this job position? | -Kept office operations running smoothly and efficiently by implementing procedure and policy documents, Operated and maintain various office machinery such as printers, photocopier, scanners, laminator and laptops to keep office running smoothly, updating files, scanning new documents into system, Safeguard sensitive and comfidential data in compliance with security best practice,,working on database and also microsoft word. |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2013.01 iki 2013.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Matshwara secondary school |
| Educational qualification | Maths and Science |
| I could work | General work, Admin clerk assistant, office assistant |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| Sepedi | fluent | fluent | fluent |
| English | very good | very good | very good |
| Setswana | good | good | good |

Computer knowledge

I have knowledge in Microsoft Office. Adobe. Photoshop, using USB, changing documents to other format. Working on database,

Recommendations

| | |
|------------------|-------------------------|
| Contact person | Malema TS |
| Occupation | Admin clerk |
| Company | Ikitseng primary school |
| Telephone number | 076 818 8014 |
| Email address | malemats@gmail.com |

Additional information

| | |
|--------------------------|-------------------|
| Driver licenses | None |
| Salary you wish | R8000 R per month |
| How much do you earn now | R3500 R per month |