



# Cheyeza Ramalepe

Curriculum Vitae (CV)

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

I am seeking an administrative position, such as an office administrator or administrative assistant, in a dynamic and growth-oriented organization.

Here are my strength

1. Proven ability to prioritize tasks, manage multiple projects, and maintain high level of organization.
2. Excellent verbal and written communication skills, with the ability to effectively interact with colleagues, clients and management.
3. Proficient in microsoft office suite (word, excel, PowerPoint, outlook) and Google workplace ( Gmail, Google drive, Google docs)
4. Skilled in time managing effectively to meet deadlines and deliver results in fast-paced environment.
5. Strong team player with the ability to work collaboratively with others to achieve a common goals.
6. Flexible and adaptable, with willingness to learn and take on new challenges.

Preferred occupation                      Administrators  
Administrative jobs

Government jobs  
Government jobs

Preferred work location                      Tzaneen  
Limpopo

## Contacts and general information about me

Day of birth                                      2003-08-02 (22 years old)

Gender    Female

Residential location                              Tzaneen  
Limpopo

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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#### Additional information

Salary you wish 5000 R per month

How much do you earn now 00 R per month