



Lerato Madolo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General jobs, cleaning jobs, Adminstrator/ admin assistant jobs, Receptionist any available job.

Since i have graduated in high school i have worked as admin assistance at school, and ict at another school i have worked as a receptionist at Lulingalo 7_11 in a construction company and i have always worked so diligently. i work hard and i am always will to learn knew things i am really teachable and a fast learner also. I have always wanted to work for a bigger company where i will learn a new skill or grow the skills that i already have, i recently worked in a company called Batau trolleys and i have learned so much about working and the difference of steel cause we were supply and repairing trolleys, Pallet jacks and hospital beds. I would love to be part of your company i know i can add so much off good value and i can make things easy for my new to be colleagues. i am punctual and very good at working as a team.

Would you please consider me Lerato Madolo as part of your team, i would really love to grow into your company and change my home situaiton for the good.

Contacts and general information about me

Day of birth	1998-02-02 (27 years old)
Gender	Female
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 2020.01 iki 2021.04
Company name	WJ Mpengesi primary school
You were working at:	Administrators
Occupation	admin assistant
What you did at this job position?	answering and directing calls to relevant staff, ordering and receiving goods, scheduling meetings and appointments, taking notes and minutes during meetings, monitoring and punching class registers to SA Sams, punching learners marks and making report cards

Education

Educational period	nuo 2011.01 iki 2017.12
Degree	Grade 12 / Matric
Educational institution	Vezukhono Secondary School
Educational qualification	Diploma
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

Computer knowledge

i am very good with the computer knowledge i know how to use word, excel and other microsoft office's, i can download and activate softwares, convert documents , and use adobe i consider myself good and very knowledgable with computures and laptops because i can use different brands and still do good, i can photoshop ,mac OS and do many more things.

Conferences, seminars

yes i have a Basic Education training, National school safety| protocol for the management |and reporting of sexual abuse and harassment in schools

Additional information

Your hobbies	reading church sports
Driver license from	2025-01-00 (1 years)
Salary you wish	10000 R per month
How much do you earn now	00 R per month