



Ramadimetja Cecilia Kutumela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi I am a young lady of 26yrs old who is looking for a job I have

Good communication skills and I have experience about office staff

Leadership skills

Hard working

Able to work under pressure and shift

Ability to work in team a

Preferred occupation Administrators
Administrative jobs

Cleaners
Labour jobs

Labourers
Labour jobs

Preferred work location Polokwane / Pietersburg
Limpopo

Lebowakgomo
Limpopo

Modimolle / Nylstroom
Limpopo

Contacts and general information about me

Day of birth 1989-11-11 (36 years old)

Gender Female

Residential location Polokwane / Pietersburg
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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Work experience

Working period	nuo 2010.09 iki 2012.09
Company name	Avuxine Computer Academy
You were working at:	Teachers
Occupation	Lecturer
What you did at this job position?	Lecturing computer,Registering Student,Receiving Payment,Attending Client and answering calls
Working period	nuo 2013.02 iki 2013.12
Company name	Success Computer Training Centre
You were working at:	Receptionists
Occupation	Admin
What you did at this job position?	Answering calls,filling papers,capturing information and do marketing
Working period	nuo 2013.12 iki 2014.12
Company name	Madikwe Community Hall
You were working at:	Receptionists
Occupation	Admin
What you did at this job position?	Answering calls,Attending Client,supervising Properties and responsible for bookings

Education

Educational period	nuo 2010.01 iki 2010.06
Degree	Certificate
Educational institution	Avuxine Computer Academy
Educational qualification	Certificate in Computer Literacy
I could work	under pressure and able to work shift

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Internet and E-mail

Operating system
Recommendations

Ms Words	
Contact person	Miss Mothi Joyce
Ms Excel	
Occupation	Senior Lecturer
Power Point	
Company	Avuxine Computer Academy
Data Base	
Telephone number	0734841611
Publisher	
Contact person	Miss Paulina Masenya
Occupation	Supervisor
Company	Madikwe Community Hall
Telephone number	0724288448

Additional information

Your hobbies	Reading Planning and come up with some good idea
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R6500 R per month