



Lawrence Gumede

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a diploma graduate in small business management, 7 years experience as an admin clerk at government school, truthful and honest, realistic and practical, hard working and very innovative, easy to adjust in working conditions, easily prioritise work load

Preferred occupation	Secretaries Administrative jobs
	Administrators Administrative jobs

Contacts and general information about me

Day of birth	1983-10-30 (42 years old)
Gender	Male
Residential location	East Rand Gauteng
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 2007.01 iki 2013.11
Company name	mpumalanga department of education
You were working at:	Administrators
Occupation	admin clerk
What you did at this job position?	administration

Education

Educational period	nuo 2002.01 iki 2003.12
Degree	Diploma
Educational institution	pc training and business college
Educational qualification	national certificate
I could work	i could work as an admin clerk HR

Languages

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

Computer knowledge

Ms word, ms excel, ms power point, internet, adobe

Recommendations

Contact person	gloria sekgogoba
Occupation	admin clerk
Company	mashishing secondary school
Telephone number	0132346101

Additional information

Driver licenses	None
Salary you wish	7000-10000 R per month