



# Matome Candy Lebepe

Curriculum Vitae (CV)

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

Adminstration, HR, Data Capturer, General, Labourer I am hard worker, intelligent, self-disciplined, supportive person, who listens well and want to learn more in life. I am a very patient person with a positive attitude and make a good impression. My skills include computer literate with PowerPoint, Ms word, Excel and outlook, good communication skill both verbal and written, report writing, assertive, can work well with other people, not easily intimidated and possess good problem solving skills that I think would fit into your corporate profile.

Preferred occupation

**Administrators**

Administrative jobs

**Dispatchers**

Administrative jobs

**HR specialists**

Management, human resources jobs

**Truck drivers**

Driver jobs

**Pickers, packers**

Labour jobs

**Labourers**

Labour jobs

**Jobs for students**

Student jobs

**Generals**

General jobs

**Other jobs**

Other jobs

Preferred work location

Gauteng

## Contacts and general information about me

Gender

Male

Residential location

Johannesburg

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

### Work experience

Working period	<b>nuo 2009.03 iki 2010.06</b>
Company name	SENTRA CEILING
You were working at:	Generals
Occupation	General Worker
What you did at this job position?	Installing Ceiling
Working period	<b>nuo 2014.04 iki 2015.08</b>
Company name	HEALTH SYSTEM TRUST
You were working at:	Administrators
Occupation	Adminstration and Data Capturer
What you did at this job position?	general office duties such as answering phones, setting up appointments, answering questions and providing visitors with basic information. I also greeted visitors with a smile and friendly attitude and helped to create a pleasant and welcoming environment.
Working period	<b>nuo 2016.06 iki 2016.09</b>
Company name	City of Johannesburg and University of Johannesburg
You were working at:	Other jobs
Occupation	Marketing
What you did at this job position?	Data Capture Digital, Marketing website & WiFi & Training Digitals

### Education

Educational period	<b>nuo 2010.06 iki 2014.11</b>
Degree	Diploma
Educational institution	UNIVERSITY OF SOUTH AFRICA (UNISA)
Educational qualification	HUMAN RESOURCES MANAGEMENT
I could work	YES

### Languages

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

### Computer knowledge

MS Word, Excel, PowerPoint & Outlook

## Recommendations

Contact person S.Le Roux  
 Occupation Jozi Digital Programme Manager  
 Company Resolution Circle & University of Johannesburg  
 Telephone number 0100213282

Contact person Senior Machete  
 Occupation Data Quality Monitor  
 Company Health System Trust  
 Telephone number 0636095690

Contact person T Chabalala  
 Occupation Supervisor  
 Company Sentra Ceiling  
 Telephone number 081 073 7801

## Additional information

Your hobbies Reading, Playing Soccer and Watching TV  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2014-08-00 (11 years)  
 Salary you wish 3500 R per month  
 How much do you earn now N/A R per month