



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.

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Work experience

Working period	nuo 2009.03 iki 2010.06
Company name	SENTRA CEILING
You were working at:	Generals
Occupation	General Worker
What you did at this job position?	Installing Ceiling
Working period	nuo 2014.04 iki 2015.08
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	nuo 2016.06 iki 2016.09
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	nuo 2010.06 iki 2014.11
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 (9 years)
 Salary you wish 3500 R per month
 How much do you earn now N/A R per month