

Lerato Sherine Lefika

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Job. Enthusiastic, self-motivated, achievement driven, industrious and a confident team player. Able to work under pressure and for long hours on the job. Ever willing to take up new challenges and challenging jobs. Developed with a high level of dedication and commitment at every point into a well-rounded associate

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
Gauteng

Ekangala Mpumalanga

Sedibeng Gauteng

Contacts and general information about me

Day of birth 1993-12-08 (32 years old)

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.* [Sign in](#)

Work experience

Working period **nuo 2016.01 iki 2017.07**

Company name Foundation for Professional Development

You were working at: Administrators

Occupation: Office Administration Internship

What you did at this job position? Office Administrator

Working period	nuo 2015.06 iki 2016.01
Company name	Miladys Retails Store
You were working at:	Cashiers
Occupation	Sale Associate
What you did at this job position?	Customer service

Education

Educational period	nuo 2013.06 iki 2017.08
Degree	Diploma
Educational institution	Tshwane South College
Educational qualification	Management Assistant
I could work	well in a team and alone, as well as under pressure.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Word, Excel, Outlook and Power Point

Recommendations

Contact person	Girly Taukobong
Occupation	Administrator
Company	Foundation for Professional Development
Telephone number	0827190614
Email address	girilitaukobong@gmail.com

Additional information

Your hobbies	Creative Writing, Reading, Dancing and Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-10-00 (9 years)
Salary you wish	10000 R per month
How much do you earn now	5000 R per month