



# Tshiamo Letsietsa

Curriculum Vitae (CV)

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

Dear Sir/Mam

My name is Tshiamo Letsietsa. I believe having me in your organisation will be of great benefit, production will be lifted as you will be having one of the excellent candidate in the market, I am goal driven, self motivated, I love working and take my daily work very seriously, with no procrastination and delegations, I meet deadlines all the time, I am able to work under pressure but i pay attention to detail though, I always double check my work before submission. I am vibrant, good communication skills, customer service on point, I will be a good representation of your organisation.

Thank you for taking time reading my Curriculum vitae and application letter.

Thank you

Applicant

Preferred occupation

**Data capturers**

Administrative jobs

**Administrators**

Administrative jobs

**Secretaries**

Administrative jobs

**Dispatchers**

Administrative jobs

**Filing clerk**

Administrative jobs

**Production coordinator**

Administrative jobs

**Switchboard operator**

Administrative jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

**Hartbeespoort**

North West

Johannesburg  
Gauteng

Rustenburg  
North West

Brits  
North West

### Contacts and general information about me

Day of birth	1994-04-02 (30 years old)
Gender	Female
Residential location	Brits North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2018.03 iki 2018.04</b>
Company name	BOJANALA PLATINUM DISTRICT MUNICIPALITY
You were working at:	Secretaries
Occupation	Secretariat
What you did at this job position?	Typing, answering & referring calls, preparing for meetings, attending meetings, writing of minutes etc

### Education

Educational period	<b>nuo 2016.01 iki 2018.11</b>
Degree	Certificate
Educational institution	Orbit Tvet College
Educational qualification	Office Administration
I could work	Personal Assistant, Receptionist, Sales Administrator, Administration Clerk/Officer, Data Capturer, etc
Educational period	<b>nuo 2014.01 iki 2014.11</b>
Degree	Certificate
Educational institution	PROSPERITY CAREER COLLEGE
Educational qualification	Computer skills
I could work	Data Capturer, Data Processing,

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Setswana	fluent	fluent	fluent
Afrikaans	good	good	good
Sepedi	very good	very good	very good
isiZulu	good	very good	good

### Computer knowledge

Microsoft excel  
 Microsoft PowerPoint  
 Microsoft word  
 Microsoft database  
 Microsoft publisher  
 Microsoft office  
 Microsoft access  
 Adobe systems  
 Internet explorer

### Recommendations

Contact person	Mrs Raper
Occupation	Lecturer
Company	Orbit Tvet College
Telephone number	0789229010
Email address	sraper@gmail.com

### Additional information

Your hobbies	Reading Exercising Playing board games Watching TV Listening to music
Driver licenses	None
Salary you wish	R16500 R per month
How much do you earn now	R0.00 R per month