



Lerato Kalekale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working, Motivated and enthusiastic Administrative Assistant with a proven track-record in business Management. I always strive to achieve the highest standard possible, at any given task and in any situation with knowledge of procurement policy and process, Good communications skills, I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

Preferred occupation	Administrators Administrative jobs
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Contacts and general information about me

Gender	Female
Residential location	Sedibeng 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 2016.10 iki 2018.06
Company name	Department of Education
You were working at:	Administrators

Education

Educational period	nuo 2013.01 iki 2015.06
Degree	Diploma
Educational institution	Sedibeng College
Educational qualification	Business Management N6
I could work	Full time

Languages

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

Computer knowledge

. Smartboard interactive whiteboard
.powerpoint
.Access
. Word processing
.Outlook

Recommendations

Contact person	Ms Paulina Khumalo
Occupation	Vereeniging
Company	Department of Education
Telephone number	010 344 1062
Email address	Paulina.Khumalo@gauteng.gov.za

Additional information

Your hobbies	In my spare time I enjoy reading and going to cinema, I love spending time with my family and friends over the weekend. I have a major interest on computing and i regularly go to the gym to keep myself active and healthy.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-01-00 (8 years)