



Nkamoheleng Sepha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Administration jobs, Secretary, Clerk or Receptionist because I have got a Diploma in Management Assistant and the experience in the field.

I am very dedicated to my job and I pay attention to details.

Preferred occupation
Secretaries
Administrative jobs

Preferred work location
Aliwal North
Eastern Cape

Helderberg
Western Cape

Cape Town
Western Cape

Umtata / Mthatha
Eastern Cape

Contacts and general information about me

Day of birth
1997-12-14 (28 years old)

Gender
Female

Residential location
Aliwal North
Eastern Cape

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
nuo 2017.08 iki 2019.06

Company name
Khanyolwethu Secondary School

You were working at:
Secretaries

Occupation
Admin Clerk

What you did at this job position?
Taking minutes, typing agenda, filing, taking and making telephone calls, sending and retrieving emails, maintain diaries, scheduling of appointments

Education

| | |
|---------------------------|--------------------------------------------------|
| Educational period | nuo 2016.01 iki 2017.06 |
| Degree | Diploma |
| Educational institution | West Coast College |
| Educational qualification | National Diploma- Management assistant |
| I could work | At school, private and public companies, clinics |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | good | good | good |
| isiXhosa | good | good | good |
| Sesotho | very good | very good | very good |

Recommendations

| | |
|------------------|------------------|
| Contact person | T.E Titipana |
| Occupation | The headmaster |
| Company | Khanyolwethu SSS |
| Telephone number | 0218451100 |

Additional information

| | |
|--------------------------|------------------|
| Driver licenses | None |
| Salary you wish | 8000 R per month |
| How much do you earn now | 3000 R per month |