



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.*
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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