



# 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 (26 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	<b>nuo 2016.01 iki 2017.06</b>
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