



Dumisani Joseph Letlaila Letlaila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an ambitious person willing to learn new thing.As I have gained knowledge at Ntsilo Marketing and Redistribution as a personnel assistance and marketing office administrative.I always find way to better myself and standard in the work place.With the past and the present I need precognition to skills I have accumulated during my early time of employment.The need to find myself in an office environment again.

Preferred occupation	Bookkeeper Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1985-01-24 (39 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2004.02 iki 2007.03
Company name	Ntsilo Marketing and Redistribution
You were working at:	Personal assistant
Occupation	Telephone,Documents,Ms Word,Ms Excel,Cash Books and Petty Cash,Financial Statement.
What you did at this job position?	Office Administration
Working period	nuo 2007.04 iki 2007.10
Company name	SHOPRITE
You were working at:	Shop assistants
Occupation	Shelf Packing,Receiving,
What you did at this job position?	Packing and facing stock housekeeping my ail

Working period **nuo 2009.03 iki 2019.05**
 Company name Independent Electoral Commission
 You were working at: Supervisor
 Occupation Voter's Roll Officer and Presiding Officer
 What you did at this job position? Supervising Staff ,maintaining Voting station and Register Roll.

Working period **nuo 2010.08 iki 2018.04**
 Company name Tranfrig Morney Trading
 You were working at: Engineers
 Occupation Steel cutting,grinding assembling
 What you did at this job position? Workshop Assistance and assembler.

Education

Educational period **nuo 2004.02 iki 2006.12**
 Degree Grade 12 / Matric
 Educational institution Buhlebuzile Secondary School(Thokoza)
 Educational qualification Matric
 I could work Part-Time at Ntsilo Marketing at Marketing and Redistribution

Educational period **nuo 2007.02 iki 2008.11**
 Degree Diploma
 Educational institution Boston Business College (Germiston)
 Educational qualification Assistance Administrative/Bookkeeper
 I could work Shoprite Lesedi (Vosloorus),Shelf Packer

Educational period **nuo 2017.02 iki 2017.04**
 Degree Some Schooling
 Educational institution Steltemborsh University
 Educational qualification Strategic Project Manager
 I could work Transfrig Morney Trading

Educational period **nuo 2019.04 iki 2019.12**
 Degree Degree
 Educational institution Unicaf Zambia
 Educational qualification Studying now
 I could work Unemployed,looking for work

Languages

Language	Speaking level	Understanding level	Writing level
----------	----------------	---------------------	---------------

Sesotho

fluent

very good

fluent

Computer knowledge

Intro to Windows, Ms Word and Excel, Keyboarding, Ms Pastel 2005, Html

Conferences, seminars

Petoria Mister Trading Company

Recommendations

Contact person	Frank
Occupation	Saleman
Company	Rasselles
Telephone number	0824223291
Email address	frankkubu@yahoo.com

Additional information

Your hobbies	Soccer Reading Watching television
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	8673 R per month