



Lydia Nkenge Luvengomoka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Possess a diploma with a 7 years experience in administration

Excellent organizational skills

Time management skills

Excellent knowledge of Microsoft office suite

Multitasking

Adaptability and flexibility

Bookkeeping skills

Interpersonal and communication skills

Detail-orientated

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Gauteng
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Contacts and general information about me

Day of birth	1980-04-09 (45 years old)
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Gender	Female
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Residential location	Johannesburg Gauteng
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period	nuo 2012.02 iki dabar
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Company name	Mughwena Trading Projects
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You were working at:	Administrators
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Education

Educational period	nuo 2017.05 iki 2019.06
Degree	Diploma
Educational institution	Institute of certified bookkeepers
Educational qualification	Diploma NFQ6

Languages

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

Computer knowledge

Microsoft word
Excel spreadsheet
Outlook
PowerPoint
Access
Internet usage

Additional information

Driver licenses	None
Salary you wish	14000 R per month
How much do you earn now	10000 R per month