



# Kgalalelo Lovedalia Setlhodi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for the job position of administrative assistant because I have experience and qualifications for the position.

I'm eager to learn some new skills, competent and follow your instructions.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Kuruman  
Northern Cape

## Contacts and general information about me

Day of birth                                      1979-09-12 (46 years old)

Gender    Female

Residential location                              Kuruman  
Northern 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 2009.05 iki 2010.11**

Company name                                      Department of education

You were working at:                              Computer operator

Occupation    Intern

What you did at this job position?      Administrative assistant

## Education

Degree    Diploma

Educational institution                              Taletso GET College

Educational qualification                              Diploma in human resources management

I could work    Yes

## Languages

Language	Speaking level	Understanding level	Writing level
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English	very good	very good	very good
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### Computer knowledge

MS Word

Excel

Powerpoint

### Additional information

Your hobbies	Going to church Playing netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-08-00 (17 years)
Salary you wish	12 000 R per month
How much do you earn now	Na R per month