



# Setswakae Rosinah Setshedi

Curriculum Vitae (CV)

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

I prefer data capture because i have computer certificate. I currently work as a typist at GN Computers, that is why i am interested in data capture. I am very fast in typing and i also can do emails.

Preferred occupation	Data capturers Administrative jobs
	Filing clerk Administrative jobs
	Recruitment professional Management, human resources jobs
Preferred work location	Lephalale / Ellisras Limpopo

## Contacts and general information about me

Day of birth	1982-09-30 (41 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.01 iki 2020.05</b>
Company name	GN Computers
You were working at:	Computer operator
Occupation	Typist
What you did at this job position?	Typing cv's, letters, designing quotations and invoices, making copies end sending the emails.

## Education

Educational period	<b>nuo 2001.01 iki 2000.12</b>
Degree	Certificate
Educational institution	Seshego Technical College
Educational qualification	N5 Human Resources Management
I could work	Office work, Receptionist and Filling

#### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
Sepedi	fluent	fluent	fluent
Afrikaans	good	good	good

#### Computer knowledge

Microsoft Office, Microsoft Excel and Internet

#### Recommendations

Contact person	Juanita Olivier
Occupation	Manager
Company	GN Computers
Telephone number	015 491 2502
Email address	gncomp@mokopane.za.net

#### Additional information

Your hobbies	Typing, Reading and listening to music.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-02-00 (7 years)
Salary you wish	10 000.00 R per month
How much do you earn now	2 600.00 R per month