

# Lerato Makhubela

Curriculum Vitae (CV)

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

As a cleaner because am very passionate and a hard working person and very committed. I see myself as a best candidate for this job because I have a good communication skills and understanding meaning I can read, write and speak in english fluent. They say cleaniness is next to godliness, I love myself and I can make the place clean to look presentable.

Preferred occupation Generals

General jobs

Preferred work location Gauteng

### Contacts and general information about me

Day of birth 1988-08-10 (37 years old)

Gender Female

Residential location Pretoria / Tshwane

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 2016.01 iki 2017.12** 

Company name Rivoningo primary school

You were working at: Personal assistant

Occupation Internship

What you did at this job position? Filing, typing letters, tests, memo, answering calls, petty cash,

stock stationery, registering learners, organizing and planning

meetings

#### **Education**

Educational period **nuo 2013.01 iki 2015.12** 

Degree Grade 12 / Matric

Educational institution Tshwane south college

Educational qualification Office Administration

I could work File, typing, administrative skills

Languages			
Language	Speaking level	<b>Understanding level</b>	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

# **Computer knowledge**

Ms, word, excel, power point, Access, internet, emails

# **Conferences, seminars**

I attended a computer course at harambee in Pretoria on the 24 July 2019 and I passed the course and I have received certificates for four modules.

#### Recommendations

Contact person Mrs Maluleke

Occupation Deputy principal

Company Rivoningo primary school

Telephone number 0127312011

Email address rivoningoprimary@gmail.com

## **Additional information**

Your hobbies Sport, read, cooking

Driver licenses None

Salary you wish R3000 R per month How much do you earn now R0.00 R per month