



# Johannah Mohlomeledi Phetla

## Curriculum Vitae (CV)

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

At present I am an Operations Administrator at Small Enterprise Development Agency(SEDA) in Sekhukhune branch based in Groblersdal since November 2011.

I am computer literate, have valid code C1(10) driver's license, I have a good understanding and I adjust very quickly to company's policies and procedure, and its code of conduct.

I have a telephonic communication skill, Customer care, Procurement skill, filling skill, data capturing skill, ability to work under high pressure, forward planner, resourceful, self-motivated, honest and Planning skills

With the knowledge and experience acquired as Operations Administrator, I'm certain that I'll be a great asset to the Company.

**Preferred occupation** Operations Clerk  
Administrative jobs

## Data capturers

## **Contacts and general information about me**

Day of birth 1981-12-16 (44 years old)

Residential location Other Limpopo  
Limpopo

**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	<b>nuo 2013.11 iki 2020.05</b>
Company name	Small enterprise development agency
You were working at:	Operations Clerk
Occupation	Operations administrator
What you did at this job position?	Provide data capturing services,Coordinate the financial administration activities,Provide administrative support,Coordinate the asset management activities at Branch level including management of pool vehicle rt,
Working period	<b>nuo 2007.10 iki 2009.11</b>
Company name	Fashion world
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Cashier and customer care

### Education

Educational period	<b>nuo 2005.02 iki dabar</b>
Degree	Diploma
Educational institution	Sekhukhune fet college
Educational qualification	Diploma in cumputer applications
I could work	anytime

### Languages

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

### Computer knowledge

Ms word  
 Ms Excel  
 Ms Access  
 Ms Office  
 Ms Office  
 Ms Power Point  
 Ms Outlook  
 Internet

### Conferences, seminars

File planning  
 First Aid level 2

## Recommendations

Contact person	Sabelo Ntshangase
Occupation	Branch Manager
Company	Small enterprise development Agency
Telephone number	013 262 9430
Email address	sntshangase@seda.org.za

## Additional information

Your hobbies	Music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-10-00 (15 years)
Salary you wish	12000 R per month
How much do you earn now	13000 R per month