



Lerato Motshegwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office Administrator

I hereby wish to apply for the above mentioned position. I believe my knowledge, qualifications, strengths and skills makes me a perfect fit for this position.

I am a well-organized, strategic and motivated hard working individual who copes well under pressure and willing to go an extra mile in all I do. I am motivated, self disciplined and goal oriented. I also attend to matters as soon as possible to strive for perfection.

I am currently unemployed. I hold qualifications in Office Administration and Business Management. I have experience in handling of confidential information, organizing, compiling reports and filing, planning, good written and verbal communication skills. I have above average computer skill and also have an understanding of Microsoft excel, Microsoft PowerPoint, Microsoft access and Microsoft word.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1997-08-09 (28 years old)
Gender	Female
Residential location	Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	7000-10000 R per month
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