



Lindelwa Molosu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Human Resources Management graduate with more than 5 years working experience as an administrator, i have worked for Lewis Head as an admin assistant, was also an admin intern at Social Development and currently working for clicks Retailers,based at Head Office in the training department.

my duties are more of a customer service as am dealing with all clicks employees, and coordinating training arrangements,travelling,catering,venue booking, reporting, preparations for BBBEE and ATR/WSP submissions.

i have learned more of working under pressure,meeting deadlines,professional communication skills at all levels and customer services etiquette. i have been for the company for more 4 years, now feel that need a change and growth as well as change of an environment.i believe that am fit to work in any position and my skills would useful.

I HAVE ms Office package skills (Excel,WOrd,Power Point)

SAP Knowledge

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth	1986-10-11 (39 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.02 iki dabar
Company name	Clicks Head Office
You were working at:	Filing clerk
Occupation	administrator
What you did at this job position?	Training coordination

Languages

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

Computer knowledge

EXCEL
WORD
POWER POINT

Conferences, seminars

ON REQUEST

Recommendations

Contact person	Nomvuzo Mvubu
Occupation	Investigative officer
Company	IPID
Telephone number	0786303210

Additional information

Your hobbies	playing softball LISTENING TO MUSIC
Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	11000 R per month