



Bontle Sehemo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration.

Working with people and delivering on time what is expected of me .

Being a problem solver, morale lifter, very competent and productive.

Contacts and general information about me

| | |
|------------------|---|
| Day of birth | 1992-05-11 (32 years old) |
| Gender | Female |
| 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 2015.11 iki 2019.03 |
| Company name | Cash paymaster services/ Uzalo payment logistics |
| You were working at: | Banking |
| Occupation | Enrollment officer, payment operator and assistant administrator |
| What you did at this job position? | Enrolled beneficiaries on sassa branded cards via biometrics system, Payed sassa beneficiaries and carried out clerical duties |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2014.01 iki 2020.09 |
| Degree | Certificate |
| Educational institution | Moremogolo TVET Urban college |
| Educational qualification | N6 human resource management |
| I could work | Anywhere |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

Setswana

good

good

very good

Computer knowledge

Computer skills i have are the ability to utilize computers and technology efficiently.

Very familiar with MS word, excel, office etc.

Working with in-house computer programs.

knowledge on common applications such as internet browsers, word processors, spreadsheets and presentation software

Conferences, seminars

N/a

Additional information

| | |
|--------------------------|--|
| Your hobbies | Cooking Travelling Reading Debating |
| Driver license from | 2014-08-00 (10 years) |
| Salary you wish | 12 000 R per month |
| How much do you earn now | 0.00 R per month |