



Selina Seretsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I Am a self-motivated, hardworking individual. I am open-minded and willing to learn and to grow in my role. I adapt very easily and enjoy working in a team. I am an organised and dedicated person.

Preferred occupation	ADMIN CLERK Administrative jobs
Preferred work location	Rustenburg North West
	Potchefstroom North West

Contacts and general information about me

Day of birth	1995-11-01 (28 years old)
Gender	Female
Residential location	Rustenburg North West
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 2020.02 iki dabar
Company name	GWK FARM FOODS
You were working at:	Front Desk Agent
Occupation	ADMIN CLERK INTERN
What you did at this job position?	Performs general administrative tasks, Operating the switchboard and access control, Management of personnel matters, maintaining safety policy and ISO
Working period	nuo 2019.04 iki 2020.01
Company name	PEP STORES
You were working at:	Sales representative
Occupation	GENERAL ASSISTANT
What you did at this job position?	CASHIER; SALES REP; MERCHANDISE

Working period **nuo 2017.09 iki 2018.12**
 Company name XOLILE FUNERALS
 You were working at: Managers
 Occupation MANAGERS ASSISTANT
 What you did at this job position? ADMIN CLERK DUTIES

Education

Educational period **nuo 2017.02 iki 2017.07**
 Degree Certificate
 Educational institution UKWAZI SKILLS CAMPUS
 Educational qualification HEALTH CARE ASSISANT
 I could work FIRST AIDER, HOME BASED CARE, CAREGIVER

Educational period **nuo 2018.09 iki 2018.12**
 Degree Certificate
 Educational institution NC URBAN COLLEGE FET
 Educational qualification ENGINEERING STUDIES N1
 I could work ELECTRICAL ENGINEER ASSISTANT

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	good
Afrikaans	very good	very good	very good
Setswana	very good	very good	basic

Computer knowledge

MICROSOFT OFFICE, ADOBE,ZOOM

Conferences, seminars

CHURCH MEETING ON ZOOM
 STUDIES ON MYUNISA

Recommendations

Contact person Mr Henry Williams
 Occupation Former management Accountant
 Company GWK FARM FOODS
 Telephone number 0728562325

Contact person	Mrs Faeza Hoorne
Occupation	Administrative Clerk
Company	GWK FARM FOODS
Telephone number	0534412231
Email address	faeezah@gwkfarmfoods.co.za

Contact person	Mr Harry Van Rooyen
Occupation	MANAGER 2IC
Company	PEP STORES, CHRISTIANA
Telephone number	0534412166

Additional information

Your hobbies	PLAYING NETBALL WATCHING HEALTH DOCUMENTARIES WATCHING MOVIES BASED ON TRUE STORIES PLAYING WITH NUMBERS(MATHEMATICS)
Driver licenses	None
Salary you wish	5500 R per month
How much do you earn now	3740 R per month