



Disebo Petronella Morele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Administrator
- Receptionist
- Personal assistant

I'm proficient in using MS Word,Excel and PowerPoint. I've got good communication skills, time management , interpersonal skills and good customer service.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Delmas Mpumalanga
	Hazyview Mpumalanga
	Sabie Mpumalanga
	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1995-03-10 (29 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2018.08 iki 2021.03
Company name	Thopodi primary School
You were working at:	Data capturers
Occupation	Intern
What you did at this job position?	Attendance Recording, database administration,office administration

Education

Educational period	nuo 2014.07 iki 2015.12
Degree	Certificate
Educational institution	Ekuehuleni East TVET College
Educational qualification	Human Resource Management
I could work	yes

Languages

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

Computer knowledge

Proficient in using MS Word, PowerPoint and Excel

Recommendations

Contact person	Mr A.N Makena
Occupation	Deputy Principal
Company	Thopodi primary school
Telephone number	0723709335
Email address	ambrosemakena67@gmail.com
Contact person	Mr N.J Senosha
Occupation	Lecturer
Company	Ekurhuleni East TVET College
Telephone number	0837595743
Email address	naresenosha@yahoo.com
Contact person	Ms E Morele
Occupation	General Worker
Company	York Timbers
Telephone number	0762584037

Additional information

Your hobbies	Reading Magazines &Books Cooking and Baking Exercising Watching TV and listening to music
Driver licenses	None
Salary you wish	R15000 R per month
How much do you earn now	R4000 R per month