



# 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: *Information is available only for registered users.*  
[Sign in](#)
- Email address: *Information is available only for registered users.*  
[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