



Lerato Selemeng Angelinah Mokoena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any job that is available and that of am qualified for which is office administration

My positive points are:

Am able to work under pressure

Able to work as a team or alone

I can work over time

Patient person also strong

Preferred occupation

Administrators

Administrative jobs

Generals

General jobs

Preferred work location

Kroonstad

Free State

Contacts and general information about me

Day of birth

1994-05-03 (30 years old)

Gender

Female

Residential location

Hennenman

Free State

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Education

Educational period

nuo 2017.01 iki 2017.11

Degree

Grade 10

Educational institution

Gold Fields tvet College Welkom campus

Educational qualification

NCV Level 2 office administration

I could work

With computer

Educational period	nuo 2019.01 iki 2020.12
Degree	Grade 12 / Matric
Educational institution	Flavius Mareka Tvet College
Educational qualification	NCV Level 3-4 Office administration
I could work	With computer any software

Languages

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

Computer knowledge

Microsoft Outlook

Excel

Power point

Microsoft word

Conferences, seminars

CHURCH YPD CONVENION

CHURCH SUNDAY SCHOOL CONVENION

GRADE12 MOTIVATIONAL TALK

Recommendations

Contact person	Mr Majoro
Occupation	Lecture
Company	Flavius Mareka Tvet College
Telephone number	0719584001

Additional information

Your hobbies	Listening music Going to church Watching movies Cooking
Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R0 R per month