



Tsebisio Ntlele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- . I'm punctual
- . I love working with people e.g helping people especially community.
- . I enjoy teamwork
- . I'm a fast learner

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Bethlehem Free State

Contacts and general information about me

Day of birth	1988-08-21 (35 years old)
Gender	Female
Residential location	Senekal Free State
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 2015.01 iki 2021
Company name	Setsoto Local Municipality
You were working at:	Personal assistant
Occupation	speaker's office
What you did at this job position?	organising his diary, helping with day to day work, arranging his meetings and taking meenutes

Education

Educational institution	organising his diary, helping with day to day work, arranging his meetings and taking meenutes
Educational qualification	organising his diary, helping with day to day work, arranging his meetings and taking meenutes
I could work	organising his diary, helping with day to day work, arranging his meetings and taking meenutes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
Sesotho	very good	very good	do not know
Afrikaans	basic	basic	basic

Computer knowledge

I have done the following subjects:

1. Information Processing
2. Computer Practice

Recommendations

Contact person	Mr Dada Mofokeng
Occupation	Traffic sup. Setsoto Local Municipality
Company	Setsoto Municipality
Telephone number	058 481 2142

Additional information

Your hobbies	reading magazines, listening to music Touring
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2020-10-00 (3 years)
Salary you wish	7000 R per month
How much do you earn now	3000 R per month